Accident Prevention:

OSHA Tags Compliance Guide

Hazard-alerting tags are an effective way to warn employees, contractors and visitors about existing hazards.

Step 1: Choose the appropriate signal word (header)

A header, or signal word, helps communicate both the severity and importance of your message. The signal word must be readable at a minimum distance of five feet or such greater distance as warranted by the hazard.

ANSI 1967	Choose the appropriate Signal Word (Header)	ANSI 2011
DANGER	Indicates a hazardous situation that, if not avoided, *will* result in *death* or *serious injury*.	⚠ **DANGER**
WARNING	Indicates a hazardous situation that, if not avoided, *could* result in *death* or *serious injury*.	⚠**WARNING**
CAUTION	Indicates a hazardous situation that, if not avoided *could* result in *minor* or *moderate injury*.	⚠**CAUTION**
NOTICE	Indicates information considered important but not hazard-related.	*NOTICE*
SAFETY FIRST	Indicates specific safety related instructions or procedures that are related to safe work practices.	SAFETY INSTRUCTIONS

Step 2: Choose the appropriate standard color

Accident Prevention tags use colors that are standardized and easily recognized.

- **White on Red** identifies Danger, STOP, and Electric Power. Common applications include fire protection, emergency egress, emergency stop bars, electrical switches and electric power facilities.

DANGER

DO NOT OPERATE

Signed By _____
Date _____

DANGER

DO NOT REMOVE THIS TAG

SEE OTHER SIDE

DANGER

DO NOT OPERATE

THIS TAG AND LOCK TO BE REMOVED ONLY BY PERSON SHOWN ON BACK

DANGER

EQUIPMENT LOCKED OUT BY

_____
_____
_____

DATE _____

WARNING

Do Not Operate This Equipment

Signed By _____
Date _____

WARNING

Read Directions Before Operating

Signed By _____
Date _____

- **Black on Orange** identifies an immediate level of hazard – Warning. It is used to identify hazardous parts of machinery.

CAUTION

Defective Do Not Use

Signed By _____
Date _____

CAUTION

Hands Off Do Not Operate

Signed By _____
Date _____

- **Black on Yellow** identifies Caution and can be used to alert against unsafe practices, identifying physical hazards and for personal protection messages.

INVENTORY RECORD

DESCRIPTION _____
STARTING BALANCE _____

DATE	USED	BALANCE	BY

PROPERTY IDENTIFICATION

I.D. NO. _____

SERIAL NO. _____

MAKE _____

MODEL _____

DATE _____

LOCATION _____

OTHER _____

- **White on Blue** is not associated with a specific hazard, but is typically used on policies and information.

OK TO USE

Signed By _____
Date _____

OK TO USE

DO NOT REMOVE THIS TAG

SEE OTHER SIDE

SAFETY INSPECTION

EQUIPMENT ID. _____
LOCATION _____

DATE	BY	DATE	BY

- **White on Green** identifies location of first aid, safety equipment and other general safety information.

Step 3: Use proper risk level signal words to communicate your message clearly and concisely

• The signal word should be understandable to all employees who may be exposed to the identified standard

• Employees should be informed of the meaning of all tags used throughout the workplace and what special precautions are necessary.

• Pictographs can be used an alternative or adjunct method of communicating the tag's message may be used to enhance workplace safety by making it more easily understood than written text. Pictographs are particularly beneficial in workplaces where language barriers hinder an employee's ability to comprehend a written message.

DANGER
DO NOT ENTER

Signed By _____
Date _____

The tag's major message should be presented in either pictographs, written text or both

Step 4: Affix tag(s)

• Affix tags as closely as possible to their respective hazards by means such as a string, wire or adhesive that will prevent its loss or unintentional removal.