

# Signage Information Form

## Middle Tennessee State University's Safety Priority

The personal safety and health of each student and employee of Middle Tennessee State University is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, administration, management, and faculty will provide all necessary mechanical and physical resources required for maintaining standards of personal safety and health.

## Individual Cooperation Necessary

Middle Tennessee State University maintains a safety and health program in compliance with all general industry standards. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires the cooperation in all safety and health matters, not only of the employer and employee, but between the employee and all co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and maintained. Safety is no accident; think safety and the job will be safer.

## Safety Program Goals

The objective of Middle Tennessee State University is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.

## Hazard Signage

Hazard signage was developed to establish a uniform process of warning individuals entering the laboratories about the known potential hazard associated with the specific laboratory. It was also designed to fulfill regulatory signage requirements.

It is important that all employee, visitors and emergency responders are aware of the hazards identified by applicable signage in specific laboratory. The lab signs do not list every hazard associated with a lab and do not replace basic laboratory safety training or safe work practices.

## Hazard Warning Labels

Signs will be posted at the entrance(s) to each functionally separate lab. All entrances to laboratories from hallways will be posted with a completed sign. Entrances to laboratory prep rooms that serve multiple labs or require different labels from the main lab will also be posted.

**Standard Labels:** Laboratory spaces will generally be posted with these labels as the minimum standard of care.

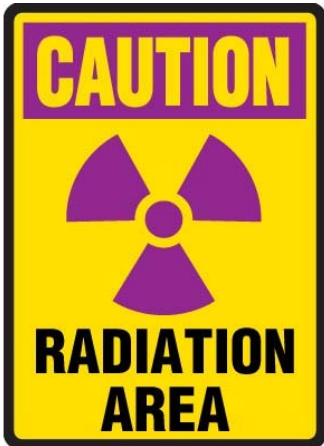


This **NO FOOD OR DRINK** label will be posted at access points to all laboratories where chemical or biohazardous substances are used or stored and all laboratories or rooms where radioactive materials are used or stored.

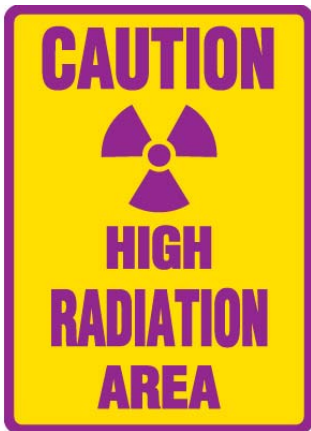


This **EYE PROTECTION REQUIRED** label will be posted at access points to all laboratories where there is a reasonable probability of exposure to hazardous chemicals, potentially-infectious agents or physical hazards which could result in injury if eye protection is not used.

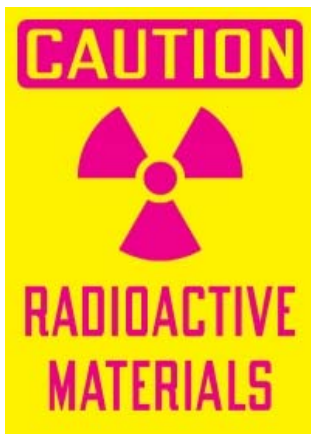
**Required labels:** These labels fulfill a federal or State requirement for hazard warning signage.



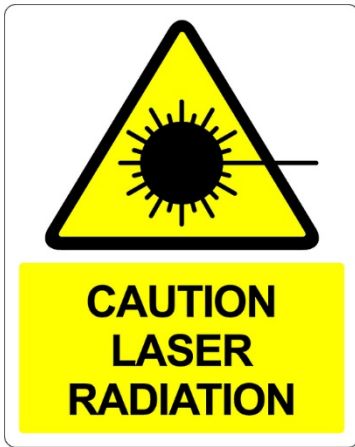
This **RADIATION AREA** label is posted at the entrance to any area accessible to individuals, in which radiation levels could result in an individual receiving a dose-equivalent in excess of 0.05 millisievert (5 millirem) in one hour at 30 centimeters from the source of a radiation or from any surface that the radiation penetrates.



This **HIGH RADIATION AREA** label is posted outside any area accessible to individuals, in which radiation levels could result in an individual receiving a dose-equivalent in excess of 1 millisievert (100 millirem) in one hour at 30 centimeters from any source of radiation or from any surface that the radiation penetrates.



This **RADIOACTIVE MATERIALS** label will be posted at access points to laboratories where radioactive materials are used or stored, or where radioactive wastes are accumulated.



This LASER RADIATION label will be posted at access points to laboratories where Class 2, 3 or 4 lasers are used or stored. The hazard warning placard must be supplemented by posting a DANGER or CAUTION warning placard when lasers are in operation. Protective eyewear capable of absorbing the exact wavelength of the produced laser light must be worn by all personnel with potential for beam exposure in these laboratories



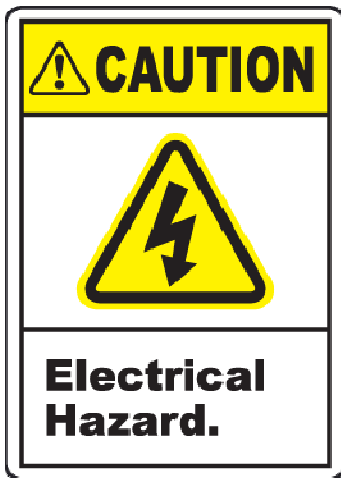
This **BIOHAZARD** label will be posted at access points to BL2 and BL3 laboratories including laboratories working with human blood, unfixed tissue or other potentially-infectious material. The label itself may also be used to identify refrigerators, freezers, incubators and regulated waste containers where human blood or other potentially-infectious materials are stored.



This TOXIC CHEMICALS label will be posted at access points to laboratories or storage rooms containing chemical substances defined by the Department of Transportation as poisonous, or by the Environmental Protection Agency as acutely toxic.



This **HIGH VOLTAGE** label will be posted at access points to laboratories containing electrical equipment or cables operating at 600 volts or greater.



This **ELECTRICAL HAZARD** label will be posted at access points to laboratories containing accessible equipment with exposed and unguarded electrical components operating at less than 600 volts.



This **BIO SAFETY LEVEL 2** label will be posted at access points to research laboratories where BL2 containment is used; or where research is performed with human blood unfixed tissue or other potentially-infectious material. BL2 agents used in the lab will be identified by name on a blank label immediately following the BL2 label.



**Caution**  
Corrosive material

This **CORROSIVE MATERIALS** label will be posted at access points to laboratories or storage rooms containing chemical substances capable of damaging human tissues.



This **PROTECTIVE CLOTHING REQUIRED** label will be posted at access points to all teaching laboratories where there is a reasonable probability of exposure to hazardous chemicals. This label will also be posted at access points to analytical and research laboratories where the laboratory manager has specified protective clothing beyond the standard lab coat.



This **HEARING PROTECTION REQUIRED** label will be posted at access points to laboratories where there is a potential for noise exposures at or above 85 dBA.



This **FLAMMABLE MATERIALS** label will be posted at access points to laboratories or storage areas regularly storing any of the following:

1. 1 gallon or more of a class 1 or 2 flammable liquid outside of a flammables storage cabinet;
2. 5 gallons or more of a class 3A flammable liquid outside of a flammables storage cabinet;
3. Any quantity of a flammable gas;
4. Any quantity of a flammable solid;
5. Any quantity of a water or air-reactive solid



Class 1 = a liquid having a flashpoint below 100°F

Class 2 = a liquid having a flashpoint between 100°F and 140°F

Class 3A = a liquid having a flashpoint between 140°F and 200°F



This **CHEMICAL STORAGE AREA** label will be posted at access points to chemical stockrooms or storage rooms utilized by more than one researcher for chemical storage.



This **RESTRICTED AREA** label signifies that access to the laboratory is restricted to only authorized laboratory and emergency response personnel unless the laboratory manager grants permission for entry and confirms the space safe for entry. Restricted areas are hereby defined as laboratories where:

1. Ionizing radiation is generated;
2. Radioactive materials are used or present; or
3. Infectious human, plant or animal pathogens are used or present for research

at Biosafety Level 3 (BL3)

**Required Laboratory Information**

Building Name: \_\_\_\_\_ Laboratory No. \_\_\_\_\_

Contact Information

Name: \_\_\_\_\_

Office Location and Number: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Emergency Contacts

Primary Contact

Name: \_\_\_\_\_

Office Location and Number: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Secondary Contact

Name: \_\_\_\_\_

Office Location and Number: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

SOP location: \_\_\_\_\_

Chemical inventory location: \_\_\_\_\_

MSDS location: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Sign Elements Required

Circle Y (yes) or N (no) for each potential sign label. Insert the condition or reason for the posting in the box to the right of the label. Please specify if EH&S consultation is needed. If additional signage is required that is not included on the list, please specify.

Restricted Area:	Y N	Condition _____
Radiation Area:	Y N	Condition _____
High Radiation Area:	Y N	Condition _____
Radioactive Materials:	Y N	Condition _____
Laser Radiation:	Y N	Condition _____
No Food or Drink:	Y N	Condition _____
Biohazard:	Y N	Condition _____
Toxic Chemical:	Y N	Condition _____
High Voltage:	Y N	Condition _____
Electrical Hazard:	Y N	Condition _____
Eye Protection:	Y N	Condition _____
BL2:	Y N	Condition _____
BL3:	Y N	Condition _____
Protective Clothing:	Y N	Condition _____
Hearing Protection:	Y N	Condition _____
Corrosive Materials:	Y N	Condition _____
Chem. Storage Area:	Y N	Condition _____
Flammable Materials:	Y N	Condition _____