Workplace Safety
Visual Workplace Checklist

Brought To You by Brady | Feb 04, 2019

Brady offers a variety of signs, tapes, labels and lockout products to help you operate more efficiently while at the same time creating a safer workplace. Use the checklist below to find out if your facility is properly identified.

You can scan the checklist below and easily & quickly *download the checklist here*.

Create A Visual Workplace

Is your facility properly identified? Use this checklist to find out.

Signage	Yes	No
Have you identified…		
■ Fire Extinguishers	_____	_____
■ PPE Requirements (Eye, Ear, Hand and Head)	_____	_____
■ High Voltage (Breaker Panels and Cable Trays)	_____	_____
■ Chemical Storage Areas	_____	_____
■ Exit and Not an Exit	_____	_____
■ No Smoking	_____	_____
■ Housekeeping Procedures	_____	_____
■ Parking Lots and Handicapped Parking Areas	_____	_____
■ Are you compliant with current ADA sign requirements?	_____	_____
■ Do you need/use bilingual signs/labels/tags?	_____	_____
■ Have you updated your security signs and procedures?	_____	_____
■ Do you use Safety/Productivity banners and scoreboards?	_____	_____
■ Do you use Security Badging systems for employees and visitors?	_____	_____
■ Are you aware of Brady's Visual Procedure service?	_____	_____

Pipe Markers & Valve Tags	Yes	No
■ Have you marked all your pipes?	_____	_____
■ Are all your valves identified?	_____	_____
■ Do you use Tags to identify other needs? (I.e. inspections and equipment)	_____	_____
■ Have you marked all your piping systems per ANSI A13.1 specifications?	_____	_____
■ Are your blueprints up to date?	_____	_____
■ Professional Services?	_____	_____

Let Brady's Signs, Tapes, Labels, and Lockout Products Improve Your Operations Efficiency… And Create A Safer Workplace

Lockout / Tagout	**Yes**	**No**
■ Do you have devices to control all energy sources, ie:		
- Electrical Breakers & Disconnects	_____	_____
- Ball Valves	_____	_____
- Gate Valves	_____	_____
- Pneumatic/Air Lines	_____	_____
■ Are you utilizing Lockout Stations and Kits?	_____	_____
■ Have you written "Machine Specific" lockout procedures for ALL of your multiple energy source equipment?	_____	_____
■ Are your lockout procedures posted on the actual equipment, or point of need?	_____	_____
■ Are you manually writing lockout procedures?	_____	_____
■ Are you using a web-based platform to generate procedures?	_____	_____
■ Would you be interested in learning about Brady's Visual Lockout Procedure Services?	_____	_____

Emergency Egress	**Yes**	**No**
■ Have you updated, documented and practiced your emergency egress programs?	_____	_____
■ Can your employees see an exit sign from wherever they are in the plant if you lose power?	_____	_____
■ Are you using older LED or Tridium exit signs?	_____	_____
■ Do you have a multi-story facility with stairwells?	_____	_____
■ Are you familiar with using Glow-In-The-Dark UL 924 approved photoluminescent products to augment/update your emergency egress program and reduce energy costs?	_____	_____

Visual Warnings	**Yes**	**No**
■ Do you use anti-skid tapes?	_____	_____
■ Do you have needs for basic numbers and letters?	_____	_____
■ Do you use barricade tapes?	_____	_____
■ Do you mark aisle ways?	_____	_____
■ Do you mark hazardous areas with warning tapes or warning posts/chains?	_____	_____
■ Do you use any standard or custom tags in your facility?	_____	_____
■ Are you practicing lean within your facility?	_____	_____

Arc Flash	**Yes**	**No**
■ Are you familiar with the NFPA 70E Arch Flash Standard?	_____	_____
■ Have you begun the audit process for all your electrical equipment to determine the Arc Flash hazard categories?	_____	_____
■ Have you reviewed your PPE to match the appropriate Arc Flash hazard categories?	_____	_____
■ Have you labeled all your electrical components with the proper Arc Flash hazard information?	_____	_____
■ Could you use a Brady printing system to print your own Arc Flash labels?	_____	_____

GHS (Global Harmonization System)

	Yes	No
■ Do you use chemicals in your plant?	_____	_____
■ Do you move chemicals into smaller secondary containers?	_____	_____
■ Do you label those secondary containers?	_____	_____
■ Are you aware of the new GHS of classifying and labeling chemicals along with the dates to become compliant?	_____	_____

Absorbents

	Yes	No
■ Is there a potential for spills & leaks in this facility?	_____	_____
■ Do you have a spill response plan to follow when spills/leaks occur?	_____	_____
■ Is your granular solution effectively cleaning up leaks/drips?	_____	_____
■ Do you currently use the following items?		
- Pads	_____	_____
- SOCs	_____	_____
- Rolls	_____	_____
- Mats	_____	_____
- Pillows	_____	_____
- Granular	_____	_____
- Drip Pans	_____	_____
- Drum Top Covers	_____	_____
- Emergency Response Kits	_____	_____

Do It Yourself / Instant Labeling Systems

	Yes	No
■ Are you familiar with the NFPA 70E Arc Flash Standard?	_____	_____
■ Are you marking the following:		
- Equipment within the facility	_____	_____
- Electrical panels, disconnects, cable trays	_____	_____
- Lockout energy points	_____	_____
- Bin labels and shelves in the storeroom	_____	_____
- Pipes & Valves	_____	_____
■ Do you make directional/instructional signs?	_____	_____
■ Do your electricians use wire markers?	_____	_____
■ Do you use barcodes?	_____	_____
■ Would you like to be able to make signs, labels and markers in-house?	_____	_____
■ Do you use bilingual signs/labels/tags?	_____	_____
■ Do you use any high volume printers for product or OEM labeling?	_____	_____
■ Would you use a sign/label printer primarily for **safety** markings, **electrical** markings, or **both**	Circle one in bold	
■ Are you currently involved in any productivity programs such as Regulatory/ Productivity, 5S or Lean Manufacturing?	_____	_____
■ Are you working on creating a "visual workplace"?	_____	_____

To learn more about keeping your facility safe, visit Brady's landing page on MSCDirect.com.

www.mscdirect.com/betterMRO