

ARKANSAS TECH UNIVERSITY
HEALTH & SAFETY MANUAL

GUARDING, BARRICADING, AND SIGNAGE

During certain work tasks, guards, barricades, or signs may be needed to alert others of the surrounding dangers and to ensure the safety of faculty, staff, students, and visitors at Arkansas Tech University.

Use the following guidelines pertaining to guarding, barricading, and signage:

1. Use rigid barricades to warn of holes in floor, missing handrails and other hazards created by work. *Barricade tape is not a rigid barrier.* Barricades must be placed at least six (6) feet from the hazard it is identifying.
2. Barricades must be removed when the job is complete or the hazard no longer exists.
3. Barricade the area of operation only.
4. Inspect all barricades daily and repair as required.
5. Utilize barricade tape or proper signage to define areas including limited access zones, overhead work zones, and similar areas maintained for authorized personnel only.
6. All barricades will require signage indicating ownership of the barricade and a description of the work being performed in the protected area.
7. Approved caps or covers shall be provided for all exposed vertical rebar, conduit and similar hazards. Provide protection for all horizontal rebar, conduit and similar hazards to prevent cut and scrape type injuries.
8. Provide covers for all floor openings, gaps or voids 2-inches or larger in its least dimension (including column blockouts). Cover materials will be adequate to suit the surrounding traffic.
9. All floor hole-covers shall be labeled with high visibility paint, "*Hole-Cover-Do Not Remove*" and "*Peligro*" and secured to prevent displacement.
10. Use signage or barricades while cleaning up spills, routine cleaning/mopping of floors, walkways/hallways, entrances, and stairways to ensure that no or limited access to foot traffic until finished and dry to prevent a slip and fall hazard.
11. It is also best practice to have persons around guarding, barricades, and signage while work is being done to warn or keep pedestrians out of work zones.
12. Use guarding, barricading, and signage when working on a ladder near doors or blind spot areas.
13. When painting, use signage and barricading until dry.

There are two types of signs that you may use when posting on your barrier or work area:

1. **Red and black** - "DANGER DO NOT ENTER."
2. **Yellow and black** - "ENTER WITH CAUTION"

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**EXAMPLES OF TASKS THAT SHOULD INVOLVE GUARDING,
BARRICADING, AND SIGNAGE**

The following are examples of work tasks or locations where guarding, barricading, and signage use should be used, but not limited to:

1. Digging
2. Trenching
3. Aerial work of any kind
4. Cutting
5. Trimming
6. Use of heavy machinery
7. Working on stairs or handrails
8. Performing work in open holes or pits
9. Work performed near walkways and doorways
10. Traffic control or work near roadways
11. Painting indoors and outdoors
12. Use of a ladder near doors or blind spots
13. Routine floor cleaning/mopping
14. Cleaning up spills large or small

When working with an arial lift, it is important to have at least one, sometimes more ground employees to ensure that pedestrians do not ignore the hazard area's guarding, barricading, and signage as well as helping with the operation of the lift driver and as a warning system to communicate direction or hazards to the driver.

It is also important to use these same guidelines when trimming trees to mitigate and/or eliminate the hazards to staff performing the work as well as pedestrians that may be nearby.

Whenever there is any slip, trip, or fall hazard weather it's a same level, elevated, or from an above falling hazard it is important to use guarding, barricading, and signage to protect yourself and others from those hazards.

By using these procedures and guidelines during these tasks they will mitigate and/or eliminate all the hazards to faculty, staff, students, and visitors.