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Purpose

Establish requirements to protect, prevent and limit the exposure of all employees at the Wisconsin Rapids Facility working in or near an area deemed hazardous via signs, signals, and barricades.

Extent

This policy is applicable to ALL Wisconsin Rapid Mill employees, visitors, suppliers, or contractors working in, or nearby, areas where hazardous conditions have been identified, (i.e. line breaking on pipelines/vessels/tanks or other receivers, equipment demolition, excavations, wall openings, floor openings, etc.).


Responsibility

It is the responsibility of all Wisconsin Rapids Facility team members to follow these procedures and assist in the identification, reporting and control of known or potential hazards. Barricade as directed in areas of known hazards according to this policy.

All team members are required to ensure the implementation of this policy to protect employees, visitors, and the general public from injury or property damage due to controllable known hazards.

Examples:

- Identifying, reporting, and controlling hazards.
- Providing signs, signals, and barriers (available through the storeroom) necessary to properly inform affected parties of a hazardous situation.
- Training employees on sign, signal and barrier identification and restrictions.
- Ensuring signs and barriers are maintained correctly.
- Enforcing the requirements of the procedures.



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Execution

All excavations, trenches, holes, and openings through which a person may fall or be exposed to other potentially hazardous situations must be guarded or barricaded in accordance with all applicable regulations and standards.

- A. Before beginning any work, which may present a hazard to people, the area(s) are to be inspected to determine the extent of barricading and/or barrier tape required.
- B. Barricades and/or barrier tape is to be installed in order to block entry, and/or notify passers-by team members of hazards that exist in the “Danger Zone”. This requires that any location or entry point where a person could reasonably be expected to have access to the hazardous area (“Danger Zone”) shall be barricaded or taped.
- C. The perimeter of the area shall be sufficient in size (example: not less than 6 feet, not more than 25 feet) as to afford a “Safe Zone” of exposure. Special care must be taken while performing line-breaks. Consideration must be given to the potential possible exposure and barricading upper and lower floors may be required.
- D. Exits, escape routes and “detours” must be identified when appropriate, in order to direct traffic away from the “Danger Zone”.
- E. Yellow caution tape is to be installed in areas where a hazard exists, but safe passage is possible by understanding the hazard. Example: Overhead work taking place in an area where safe passage may be permitted but “CAUTION” is necessary.
- F. Red Danger barrier tape is to be installed in areas where it is determined that passage through the area by an untrained, unequipped, unauthorized person(s) would result in exposure to the hazard. Example: Demolition, asbestos removal, line-break work, hazardous leaks and spills, unprotected overhead lifts, etc. Passage or entry is only allowed if granted by those inside, or otherwise in charge of, the barricaded area when it is safe to allow passage or entry.
- G. An information barrier sign/tag shall be attached to all barricades/barrier tape as outlined in the definition section of this policy.
 - 1. These signs/tags shall be placed in locations and at such intervals on the barricade/barrier tape to adequately inform those approaching of the reason for the barricade.
 - 2. Signs/tags are not required if the “Danger Zone” is attended at ALL times.

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3. If the “Danger Zone” is to be left unattended, the sign/tags are required.
 4. The WR facility standard DANGER and CAUTION tags will be utilized for this purpose with the “Barricaded Area” section completed and attached to the barricade tape.
 5. Yellow Caution tags shall be used with yellow Caution tape, Red Danger tags shall be used with Red Danger tape.
- H. Emergency situations may call for barricades and/or barrier tapes to be installed quickly in order to restrict access to an area. Once the hazard(s) are controlled signs/tags are to be applied.
- I. Barricades/barrier tapes are to be installed for the duration that the hazard exists. Once the job is completed and the hazard is eliminated, the barricade/barrier tape **MUST** be removed. Only an authorized person may remove the barricade. An authorized person is:
1. The team member that installed it,
 2. The team member eliminating the hazard,
 3. Or the Area Manager.

The complete barricade/barrier tape and signs/tags are to be removed. Loose ends of barrier tape are not to be left hanging.

J. Danger Zone Control

1. Once an area has been classified as a danger zone under the Red Barrier Tape conditions, the area will be taken over or controlled only by those team members named authorized or responsible for the work at hand.
2. The team member responsible for installing/removing the barricade or barrier/tape is also responsible for communicating the location of the “Danger Zone” area to the affected personnel that may be in the area.

K. U Drains and Trenches

Significant hazardous conditions result when grating is removed from U drains and trenches. Therefore the following steps must always be followed:

1. Maintain grating in proper position; don’t move or remove grating unless necessary.
2. If you must move or remove grating, do not leave the area until the grating is replaced in the proper location and position. Secure (physical barricades) all walkways and access to the opening such that exposure is limited to personnel directly involved in the activity.

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3. If grating must be left in an altered position, physical barricading and caution tape with tagging **MUST** be maintained to prevent entry into the hazardous area.
4. If you encounter moved or removed grating, immediately replace it in the proper position. If you cannot secure the opening, do not leave until the area is secured. Call for assistance to secure the area if necessary.
5. The steps outlined above **MUST** be followed whenever encountered. Failure to follow the safe practices outlined above will be considered disregarding normal safety practices and precautions.

Hazardous conditions may also be encountered when upset conditions result in grating being dislodged due to process conditions. Always be aware of where you are walking and the potential hazards when travelling through an area with grating, especially during upset conditions when draining condensate and steam may obstruct vision and obscure open drains and trenches.

Definitions

Signs: Used in the warnings of a hazard, these can be temporarily or permanently affixed or placed at the location where the hazard exists.

Signals: A gesture, action, or sound that is used to convey information or instructions. Flaggers, or devices such as flashing lights or back up alarms, are examples of signals that can be utilized to warn team members of hazards.

Barricade: A physical obstruction designed to block individuals from entering an area that contains an actual or potential hazard. Barricade material may consist of lumber that is nailed or wired together, fencing, lockable gates, sawhorses, and flashing type barricades. Barricades are most often used when needing to physically limit or prevent access to an area. Barricades are often used for larger and longer-term jobs.

Barrier Tape: Used for short-term jobs. Two types are allowed:

- Red Barrier Tape (“DANGER DO NOT ENTER”) is used when there is an imminent danger that no untrained, unequipped, unauthorized person is to be exposed to.

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- Yellow Barrier Tape (“CAUTION”) is used to control access and warn people of a potential risk they need to be aware of before they proceed through the area.

Barrier Sign/Tag: A communication device that informs anyone confronted with a barrier which must include the following information:

- Who installed it
- The reason for the barrier
- When it was installed
- Estimated duration

The signs/tags are to be of a quality that ensures the signs/tags, and their message will last for as long as the barricade is in place. The information message on the tag shall be sufficiently clear as to be unmistakable as to the nature of the hazard in the “Danger Zone”.

Danger Zone: The area where work deemed “hazardous” is performed, where only authorized personnel can enter wearing the approved personal protective equipment, or any other area where a known hazard exists.



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