

Safe Work Procedures - Sign Hanging

General/Brief Description of task	Hanging of signs throughout campus buildings
Frequency of task performed	On demand
Hazards Identified	<p>#1 – Falling Objects #7 – Noise #11 – Slips / Falls</p>
P.P.E. required: Special tools required (if any)	<ul style="list-style-type: none"> • Hearing Protection • Step Ladder • 2 Way Tape • Silicone • Cordless Drill • Screws • Pliers • Bolt Cutters • Razors • Hilti Hammer Drill, • Stud Finder • Isopropyl Alcohol • Rapid Remover
Safe Work Procedure	<ul style="list-style-type: none"> • Visually inspect area for possible hazards <p>Wall Mounted Signs</p> <ul style="list-style-type: none"> • If sign is an upgrade or change, remove old sign first • Using Stud Finder, check wall for position to hang sign • If sign is to be hung in a specific location where no stud exists, anchors must be used • Depending on size of sign and surface of wall, sign may be attached by double sided tape, screws, or silicone • If drilling into concrete, a hammer drill is used and safety glasses and hearing protection must be worn • If sign is too large in size or too heavy, obtain help to hold sign while anchoring to wall • Refer to Safe Work Practice for "Proper Lifting Techniques" as found in Appendix 'A' <p>Ceiling Hung Signs</p> <ul style="list-style-type: none"> • Place pylons around base of ladder to divert traffic away from work area, preventing injury to passersby due to falling objects • Using cordless drill, make holes in T-Bar slats (suspended ceiling) • If hanging from a concrete beam, a Hilti Hammer Drill is used and safety glasses and hearing protection must be worn • Insert metal eye hooks • Using bolt cutters, cut chain to length and attach to sign and eye hooks • Refer to Safe Work Practices for "Use of Step Ladders" as found in Appendix 'A' • Refer to Safe Work Practices for "Use of Power Tools" as found in Appendix 'A' • If sign is too large in size or too heavy, obtain help to hold sign while suspending from ceiling • Refer to Safe Work Practice for "Proper Lifting Techniques" as found in Appendix 'A'