

	<b>Standard</b>	<b>Transmission Division</b>
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Sub-Stations and Buildings**

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**CONTROLLED DISCLOSURE**

## **1. Introduction**

Transmission Division is committed to maintaining a safe working environment in line with the Eskom value of zero harm. Safety signage does play a critical role in creating safety awareness and preventing injuries. Safety signs are an integral part of conducting work safely, providing a warning of any hazard that may exist in the work place and indicating the necessary precautionary measures to be taken in order to minimise risks.

## **2. Supporting Clauses**

### **2.1 Scope**

#### **2.1.1 Purpose**

The aim of this standard is to prescribe safety signs and Eskom identification signs that must be posted in all transmission work areas.

#### **2.1.2 Applicability**

This document shall apply throughout Transmission Division.

#### **2.1.3 Effective date**

The document is applicable as of date of signature.

### **2.2 Normative/Informative References**

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

#### **2.2.1 Normative**

- [1] ISO 9001 Quality Management Systems
- [2] Occupational Health and Safety Act 85 of 1993
- [3] Electrical Machinery Regulations
- [4] General Safety Regulations
- [5] SANS Specifications
- [6] ORVHS Regulations

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[7] 240-44175132 Eskom Personal Protective Equipment

[8] Consolidated Directions on Occupational Health and Safety Measures in certain workplaces

### **2.2.2 Informative**

Not Applicable

## **2.3 Definitions**

### **2.3.1 Schedule D Notice**

A notice a set out in Schedule D of the General Machinery Regulations

### **2.3.2 Perimeter**

Outside boundary of the substation

## **2.4 Abbreviations**

<b>Abbreviation</b>	<b>Explanation</b>
BU	Business Unit
HV Yard	High Voltage Yard
OHS Act	Occupational Health and Safety Act
ORHVS	Operating Regulations for High Voltage Systems
SANS	South African National Standards
SVC	Static Var Compensator

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## **2.5 Roles and Responsibilities**

### **2.5.1 Line Management**

Line Management shall be responsible to:

- a) Ensure that signs and notices are procured and distributed to the sites.
- b) Signs and notices are communicated to create awareness
- c) Enforce compliance to signs and notices
- d) Enforce adherence to this standard

### **2.5.2 Supervisor / Engineering Assistant**

Supervisors / Engineering Assistants shall be responsible to:

- a) Ensure that signs and notices are posted in line with the requirements of this standard
- b) Maintain signs and notices
- c) Replace faded and outdated signs and notices
- d) Ensure that employees comply to the notices and signs
- e) Report and address any non-conformances and deviations
- f) Not permit any person on site who does not comply with the signs and notices.

### **2.5.3 Employees**

Employees shall be responsible to:

- a) Adhere to the signs and notices at all times
- b) Understand and be aware of the meaning of the signs and notices
- c) Report any damaged or faded signs and notices to management

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#### **2.5.4 OHS Department**

OHS Department shall be responsible to:

- a) Provide support & advise line management with regards to compliance to this standard
- b) Conduct random inspections to check compliance with this standard
- c) Assist with the development and facilitation of training on notices and signs

#### **2.6 Process for Monitoring**

Compliance to this standard shall be monitored by the OHS Department and relevant line functions. Compliance to the standard shall be audited by during internal and external audits. Line management shall enforce compliance to this standard.

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## **2.7 Related/Supporting Documents**

- 1) 240-44175132 Employees right of refusal to work in an unsafe situation
- 2) 32-520 Occupational health and safety risk assessment procedure
- 3) 240-56177186 Design Guide for Power Station Battery Rooms

## **3. Document Content**

### **3.1 Specification and requirements**

- a) All safety signs shall carry the SANS Mark of approval where applicable
- b) All safety signs shall comply with the requirements of SANS 1186 where applicable
- c) Safety signs shall be clear, legible and positioned in the most conspicuous place where it will provide optimum warning and direction.
- d) This standard provides the minimum signs and notices that must be affixed at the substations and buildings. The BU's may at their discretion post additional signs as indicated by the risk assessment

### **3.2 Signs at entrance to substation**

- a) A sign must be posted at the entrance of the substation identifying Eskom Property and the name of the substation.
- b) A notice must be posted at the main gate notifying the entrants of the presence of asbestos in work areas where asbestos is present and indicating that no work may commence without an induction being done See Figure 26
- c) A sign to be posted at the main gate of the substation indicating that only reverse parking is allowed on site. See figure 24
- d) Contact details to be displayed in case of an emergency.

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### **3.3 Signs at the control room / switch gear room**

- a) A notice to be affixed to the outside of the door advising of unauthorised entrance. (See Figure 2). And a sign prohibiting unauthorised handling or interfering with electrical machinery. See figure 5.
- b) A sign must affixed advising of the presence of a first aid box (See Figure 10). The first aid box shall be sign posted (see figure 3) and the name of the first aider displayed on the box (See Figure 1)
- c) A sign to be affixed to the outside of the door advising of the presence of Fire Extinguishers within the switch-room. (See Figure 4)
- d) A sign to be posted advising that the building is a non-smoking area. See Figure 25
- e) A notice to be affixed on the inside of the door containing instructions to be followed in case of fire. (See figure 7).
- f) A sign to be affixed on the outside of the door containing instructions to be followed to resuscitate persons suffering from the effects of electric shock (See figure 6)
- g) Schedule D notice to be affixed on the outside of the door (See Annexure 5)

### **3.4 Signs for substation perimeter and electric fences**

- a) A notice affixed to the outside fence at intervals of a maximum of sixty (60) metres advising of live apparatus (See figure 9)
- b) Signs to be affixed on the electrified fence advising of the risk of electric shock from the fence (See figure 11)

### **3.5 Battery room**

- a) A notice affixed to the outside of the door identifying the facility as battery room
- b) Schedule D notice to be affixed on the outside of the entrance. See Annexure 5
- c) A notice to be affixed to the outside of the door advising of unauthorised entrance. (See Figure 2).
- d) A safety shoe sign to be affixed on the outside of the door. See figure 36
- e) Additional PPE sign to be affixed on the wall inside the battery room (apron, gloves, face shield) See figure 37

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### **3.6 HV Yard**

- a) A hard hat sign shall be affixed at conspicuous places of the HV yard indicating the necessity to wear a hard hat when entering the HV Yard where the risk assessment indicates the need to wear a hard hat. (See Annexure 2). **Please note: The compulsory wearing of a hard hat is not only limited to the HV yard in cases where the risk assessment indicate the need to wear a hard hat in other work places or when other activities are performed which necessitate the wearing of a hard hat.**
- b) ) A four (4) in one (1) must erected on the entrance advising “No admittance”, Unauthorised Entrance, unauthorised handling or interfering with electrical machinery, Instructions as to resuscitation of persons suffering from effects of electrical shock and procedure in case of fire. (SEE ANNEXURE 3 or 4)A safety shoe sign to be affixed at all used entrances of the HV yard. See figure 36
- c) An electrical shock hazard sign to be displayed at the entrance or conspicuous place. See figure 9

### **3.7 SVC**

- a) Signs and notices to be displayed as per 3.6 above
- b) In addition a notice to be erected on each gate of the SVC yard advising of no entrance to the yard for persons with a pacemaker. See figure 16.

### **3.8 Chemical stores**

- a) Hazardous Chemical Substances storage sign to be affixed on the outside of the entrance. See figure 38
- b) Flammable stores sign to be affixed on the outside of the door where flammable chemicals are stored. See Figure 35
- c) No unauthorized entry sign to be affixed at the outside of the entrance. See figure 2
- d) Fire extinguisher sign to be affixed outside the entrance. See figure 4

### **3.9 General stores**

- a) General stores sign to be affixed at the entrance. See figure 34

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### **3.10 Workshops**

- a) A workshop sign to be affixed outside the entrance indicating the type of workshop.

### **3.11 Other signs**

- a) A notice affixed to the outside of the every door indicating the room name or number and the room size in sq. meters. See Figure 33
- b) Sign affixed to the outside on the bathroom doors indicating either male or female. (See Figure 13 a & b)
- c) Waste disposal bins to be sign posted. See Figure 20
- d) Noise zones to be demarcated and a sign affixed. See Figure 21
- e) Drinking water signs to be affixed on all taps where the water is drinkable. See Figure 22
- f) Non drinkable water signs to be affixed on all taps where the water is non portable. See Figure 29
- g) Emergency assembly point sign to be affixed at all emergency assembly points. See Figure 23
- h) Emergency escape route sign to be affixed indicating the escape route in case of emergency. See Figure 27
- i) An emergency exit sign to be affixed directly above all emergency exits. See Figure 28
- j) Smoking area sign to be affixed at all smoking areas. See Figure 31
- k) Room number and size sign to be affixed on the outside of every entrance to a room. See Figure 33
- l) Boiling water sign to be affixed on every hydroboil. See Figure 32
- m) Asbestos sign to be affixed on asbestos containing material. See Figure 30
- n) Fire alarm sign to be affixed to indicate the vicinity and location of fire alarms. See Figure 19
- o) Colour coding to be applied as per colour coding board. See Annexure 5

### **3.12 Covid-19 Safety Signs**

The following notices or signs must be displayed at conspicuous places at the workplace informing the workers of:

- a) The danger of the virus and the manner of its transmission.

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- b) The measures to prevent transmission such as personal hygiene. See example 1, 2 and 5
- c) Social distancing to minimise transmission. See example 3
- d) Use of masks. See example 7
- e) The need to stay at home when presenting with symptoms. See example 6
- f) In addition, notices must be displayed advising persons, other than employees entering the workplace of the precautions they are required to observe while in the workplace. See example 8

#### 4. Acceptance

This document has been seen and accepted by:

<b>Name</b>	<b>Designation</b>
Serichah Promesse	Senior Advisor Safety Risk – Central Grid
Nozipho Zuma	Senior Advisor Safety Risk – System Operator
Refilwe Maswanganyi	Senior Advisor Safety Risk - OGE
Geoffery Small	Middle Manager Safety & Hygiene - TDP
Mark Ganesan	Middle Manager Safety Risk – Telecomms
Ziyanda Mdikane	Manager Environmental Management – Southern Grid
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Mankwena Moela	Senior Advisor Safety Risk – North West Grid
Silondiwe Nene	Safety Risk Manager
Nkhensani Manganyi	Senior Advisor Safety Risk – WP & CS
Brando Cupido	Senior Advisor Safety Risk – Western Grid
Willem Bosch	Senior Advisor Safety Risk – North Grid
Galeyo Phiri	Senior Advisor Safety Risk – Free State Grid
Nqobile Shezi	Senior Advisor Safety Risk – Apollo
Lindiwe Lamola	Safety Risk Manager
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Mahlatse Thlapane	Senior Advisor Safety Risk

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## 5. Revisions

Date	Rev.	Compiler	Remarks
February 2021	2	I.A Motlhamme	Amendments made as per the comments received during the last review. Added a new sign for asbestos and Covid-19.
November 2017	1	I.A Motlhamme	New Document number and template. Added responsibilities of various role players. Took out some of the signs and added new signs.
01/06/2004	02		To incorporate the new Eskom ID and added new 4 in 1 label and changes made to the lay out
01/06/06	03		Changed layout of document and some sections updated
01/08/06	00		Changed format and updated document and pictograms. Changed number of document.
OCT 2011	1	George David's	Extended the revision date

## 6. Development Team

- N/A

## 7. Acknowledgements

- **Lindiwe Lamola**

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8. ANNEXURE 1

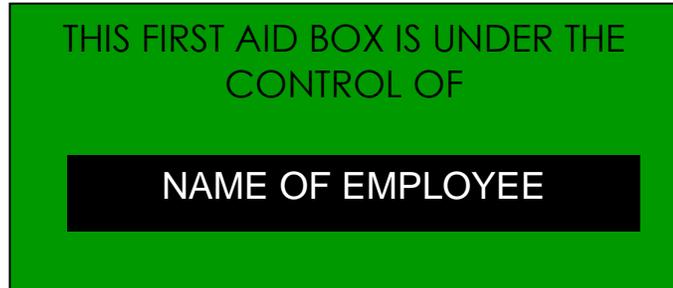


Figure 1



Figure 2



Figure 3



Figure 4



Figure 5

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**FIRST AID TREATMENT OF ELECTRICAL ACCIDENTS**

1. Ensure victim is clear of live apparatus or conductors
2. If possible send for medical assistance
3. **If patient is breathing** : make patient comfortable and keep him at normal body temperature. Cover him with blankets or coats only if he is cold
4. **If patient is not breathing** perform rescue breathing at once



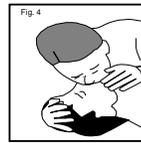
Place the victim on his back and begin rescue breathing. You first blowing efforts will show if his air passages are blocked and if they are clear, will prove the urgently needed oxygen. If his throat is blocked, clear it quickly with your fingers. Slaps between the shoulder blades should dislodge a stubborn blockage. Rescue breathing through the patient's nose is less likely to force air into his stomach. If his nose is blocked, however, try rescue breathing through his mouth



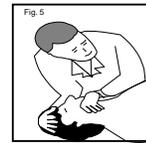
If an unconscious person with his head slumped the tongue blocks the throat and little or no air can get into his lungs. Tilt his neck and tilt his head (halfway tilt is not enough) right back (Fig 1.) and may start breathing for himself. If he does not, start rescue breathing. Hold the head fully tilted with chin pulled forward. Take a deep breath open you mouth wide (Fig 2) and seal your lips on his cheeks round his nose, keeping his mouth close and taking care not to pinch his nostrils (Fig 3).



Then blow until you see his chest rise. If you are rescue breathing through his mouth, seal your lips round his opened mouth, blocking his nostrils with your cheek (Fig 4) or pinching them with your fingers to prevent air leakage. Remove your mouth and list to him breathing out through mouth and nose. If you are breathing through his nose while you are breathing out though mouth and nose part his lips. If you are breathing through his nose while you are taking another breathe (Fig 5). Inflate his lungs again as soon as he has breathed out.



Make the first 5 to 10 breaths deep and rapid. Then continue with 10 to 15 breaths a minute. When he starts trying to breathe for himself, keep you breath in time with his efforts.



**SYLVESTER-BROSCH METHOD OF ARTIFICIAL RESPIRATION**

This is the most effective manual method as long as the patient's head is kept fully tilted. It has the advantage that you do not require any other assistance in keeping the airway open and you have the patient's face and mouth in full view whilst administering aid. To keep the patient's head tilted back as far as possible, place plenty of firm padding under his shoulders (see illustration).



This is most essential and the padding should be well clear of the patient's neck. Make sure that his throat is clear and his tongue well forward. Kneel at the victim's head. Place his forearms on his chest as close together as possible. Grasp them firmly between wrist and elbow (Fig 1).

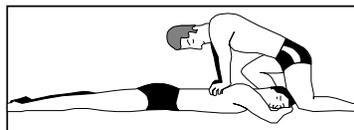


Draw the patient's arms upward, outward and towards you in a sweeping movement until you feel a slight tension, but DON'T overstrain them. (Fig 2). Bring his arms back slowly along the same route and press them firmly against the front and sides of the chest. Repeat these movements smoothly about 12 times a minute (3 seconds for breathing - 2 seconds for breathing out).

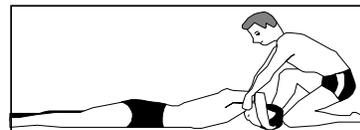
**NIELSEN'S METHOD OF ARTIFICIAL RESPIRATION**



Lay the casualty face downwards with head turned to one side, arms bent and forehead resting on his hands. Kneel at casualty's head.



Place your hands over his shoulder blades with thumbs touching on the mid line and fingers spread out, the arms being kept straight. Bend forward and apply light pressure by the weight of the upper part of your body while steadily counting ONE, TWO in 2½ seconds.



Release the pressure gradually and slide your hands to just above the elbows of the casualty. Raise his arms and shoulders by bending backwards with your arms straight till you feel resistance and tension without lifting his chest off the ground. While counting THREE, FOUR in 2½ seconds. Relax and repeat cycle ten to twelve times per minute.

5. **BURNS AND OTHER INJURIES**

If victim can be taken to hospital quickly, do not dress burns. If not, dress burns with Vaseline gauze. Apply sterilized dressing to wounds.

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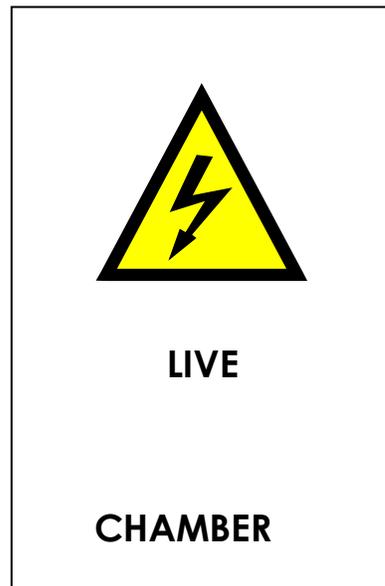
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Figure 7



Figure 8



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Figure 9

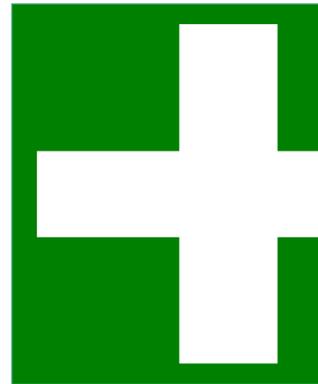


Figure 10



Figure 11



Figure 12



Figure 13 a



Figure 13 b

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Figure 14

*IN THE EVENT OF FIRE ON THIS EQUIPMENT,  
EVACUATE THE AREA.*

**8.1.1.1 DO NOT ATTEMPT TO FIGHT FIRE.**

Figure 15



Figure 16

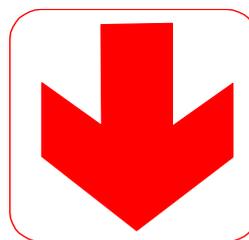


Figure 17

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Figure 18



Figure 19



Figure 20



Figure 21



Figure 22

Figure 23

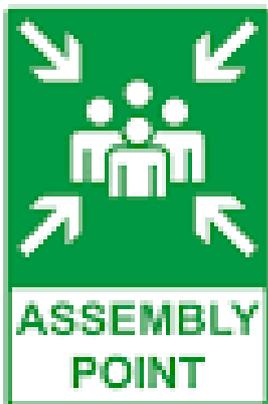


Figure 24



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Figure 25

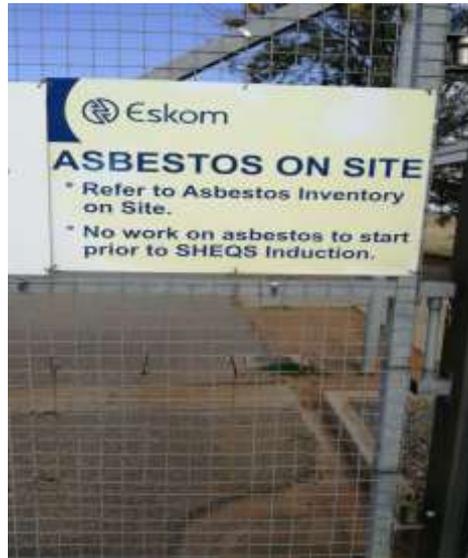


Figure 26



Figure 27



Figure 28

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Figure 29



Figure 31



Figure 32



Figure 33



Figure 34



Figure 35

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Figure 36



Figure 37



Figure 38

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## 9. ANNEXURE 2

### SWITCH ROOM ACCESS DOOR



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### 10. ANNEXURE 3



Hart Hat

Instructions in case of fire

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### 11. ANNEXURE 4



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## 12. ANNEXURE 5

### SCHEDULE-D

#### Notice in respect of machinery other than a boiler

##### UNDER REGULATION 9. (2)

1. Every employer or user of machinery is required by law to provide safety equipment in connection with machinery, and it is an offence for any person to fail to use such equipment properly or to interfere with them.
2. No person working in close proximity to moving machinery shall wear any loosely fitting outer clothing, any jewellery or ornament, any watch or key chain, any long loose-hanging hair or anything which may be caught up in the moving parts of such machinery.
3. Unless any apparatus approved by an inspector is used, no driving belt shall be shipped or un shipped whilst machinery is in motion, except in the case of a light belt which may be shipped on the coned pulley of a machine tool in order to alter the working speed of such tool.
4. Machinery in motion shall not be cleaned, repaired, adjusted or oiled unless such machinery is cleaned, repaired, adjusted or oiled by a competent person when it is impracticable to stop such machinery.
5. No person other than a competent person shall enter the safeguarded area of machinery in motion, and then only if it is impracticable to stop such machinery.
6. No person under the influence of alcohol or drugs shall enter any premises where machinery is used.
7. Any accident or other incident, which threatens or is likely to threaten the safety of employees, shall be reported immediately to the employer, or user of machinery.
8. No person supervising machinery and no person operating machinery shall, without the permission of his superior, authorise any other person to do his work.
9. Any person intending to start a machine shall before doing so satisfy himself that no other person is endangered.

**CONTROLLED DISCLOSURE**

### 13. Annexure 6

## SIMBOLIC SAFETY SIGNS

<b>WARNING</b>	 <p>WW 5      WW 7      WW 23</p>	WW 5 WARNING OF POISONOUS SUBSTANCES HAZARD WW 7 GENERAL WARNING OF ELECTRIC SHOCK HAZARD WW23 BEWARE OF EXPOSED LIVE HIGH-VOLTAGE EQUIPMENT
<b>PROHIBITORY</b>	 <p>PV 1      PV 2      PV 3      PV 4      PV 5      PV 6      PV 7      PV 8</p>	PV 1 SMOKING PROHIBITED PV 2 FIRE AND OPEN FLAMES PROHIBITED PV 3 THOROUGHFARE FOR PEDESTRIANS PROHIBITED PV 4 WATER AS EXTINGUISHING AGENT PROHIBITED PV 5 DRINKING OF THIS WATER IS PROHIBITED PV 6 PROCEEDING BEYOND THIS POINT PROHIBITED PV 7 CYCLING PROHIBITED PV 8 CARRYING OF LONG MATERIAL PROHIBITED
<b>MANDATORY</b>	 <p>MV 1      MV 3      MV 4      MV 9      MV 10      MV 14</p>	MV 1 EYE PROTECTION SHALL BE WORN MV 3 HEAD PROTECTION SHALL BE WORN MV 4 HEARING PROTECTION SHALL BE WORN MV 9 APRON SHALL BE WORN MV 10 FACE PROTECTION SHALL BE WORN MV 14 KEEP AREA CLEAN
<b>INFORMATION GENERAL</b>	 <p>GA 1      GA 2      GA 3      GA 4</p>	GA 1 FIRSTAID EQUIPMENT GA 2 GENERAL DIRECTION GA 3 DIRECTION TO ESCAPE ROUTE GA 4 DIRECTION TO ESCAPE ROUTE
<b>INFORMATION FIRE FIGHTING</b>	 <p>FB 1      FB 2      FB 3      FB 4      FB 5      FB 6</p>	FB 1 LOCATION OF FIRE-FIGHTING EQUIPMENT FB 2 FIRE EXTINGUISHER FB 3 FIRE HOSE FB 4 FIRE HYDRANT FB 5 FIRE ALARM FB 6 SPRINKLER STOP VALVE

<p><b>COMPRESSED AIR</b></p> <p>BASIC COLOUR ARCTIC BLUE      F28</p> 	<p><b>DRINKABLE WATER(WARM)</b></p> <p>BASIC COLOUR BRILLIANT GREEN      H10      A03      H10</p> 	<p><b>B49</b> (i) ALL HAND RAILS AND STANCHIONS (ii) ALL CAUTION SIGNS (SEE BOARD) I.E. RADIATION, FIRES, POISONS, ACIDS, ALKALIS, EXPLOSIONS, OVERHEAD CRANES, ELECTRICITY SIGNS, CAUTION (GENERAL) (iii) ALL BUMP AND PINCH POINTS (WITH BLACK STRIPES) (iv) NO STORAGE, NO STACKING, NO PARKING, NO STOPPING</p> <p><b>E14</b> DIRECTION TO SAFETY AND FIRST-AID EQUIPMENT EMERGENCY EXISTS, SAFETY AREAS, INFORMATION SIGNS, STARTING BUTTONS OF ELECTRICAL EQUIPMENT, ALL MISCELLANEOUS SAFE CONDITIONS.</p>
<p><b>TRANSFORMER OIL</b></p> <p>BASIC COLOUR GOLDEN BROWN      B13      E22      B13</p>  <p style="text-align: center; font-size: x-small;">CRIMSON</p>	<p><b>FIRE HYDRANT COLUMNS</b></p> <p>BASIC COLOUR SIGNAL RED      A11</p> 	<p><b>A11</b> (i) DANGER (a) FLASHING RED LIGHTS (b) DANGER SIGNS (SEE BOARD) (ii) FIRE FIGHTING EQUIPMENT (SEE BOARD) (iii) STOP BUTTONS AND EMERGENCY STOP CONTROLS (iv) EXPLOSIVES AND BLASTING</p>
<p><b>DRINKABLE WATER(COLD)</b></p> <p>BASIC COLOUR BRILLIANT GREEN      H10      F29      H10</p>  <p style="text-align: center; font-size: x-small;">CORNFLOWER BLUE</p>		<p><b>B26</b> IDENTIFICATION OF ELECTRICAL SWITCH GEARS, ELECTRICAL SERVICES</p> <p><b>F29</b> MANDATORY CORNFLOWER BLUE</p>

### FLOOR DEMARCATATIONS

<p><b>B49</b> (i) NO STOPPING (ii) NO STACKING (iii) NO STORAGE (iv) NO PARKING</p> <p>YELLOW</p>	<p><b>E14</b> (i) STACKING AREAS (ii) STORAGE AREAS</p> <p>GREEN</p>	<p>(i) AISLE DEMARCATATIONS (ii) PARKING AREAS (iii) MIDDLE OF THE ROAD SIGN</p> <p>WHITE</p>
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CONTROLLED DISCLOSURE

14 Annexure 7  
Covid-19 Safety Signs



Example 1



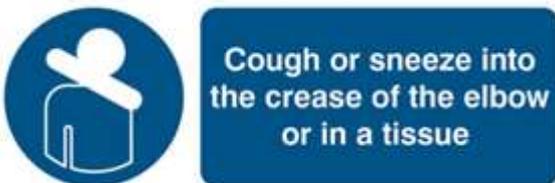
Example 2



Example 3



Example 4



Example 5



Example 6



Example 7



Example 8

**CONTROLLED DISCLOSURE**