	QMS Work Instruction MTS Systems Corporation – MTS Test	Document Number: EHS-300-194	Rev.: A
	Title: Temporary Barricade Process	Page #: 1 of 7	
Work Instruction Owner(s) – list functions: All MTS Facilities, EHS, and related Operations staff that sponsor-host Service Providers, Vendors, or Contractors		Revision's Training Requirements – select one (per section #9): Awareness <u>X</u> Formal <u>_</u>	

TABLE OF CONTENTS


Section	Page
1 Purpose	1
2 Scope	1
3 Definitions	2
4 Graphic	3-4
5 Responsibilities by Function	4-5
6 Work Instructions	5-6
7 Associated Quality Records	6
8 Forms / Templates	6
9 Revision Training Requirements	6
10 Revision History & Approval	7

1 PURPOSE

- 1.1 This work instruction is to ensure that all safety precautions are taken regarding the safeguarding and exclusion of designated work areas at MTS, as they relate to the awareness of when, and how, to initiate the proper placement of temporary safety barricades and or communication signs around construction, maintenance, cleaning, services, or similar projects; to protect employees, contractors, and visitors from identified, unsafe conditions, whether they be accidental or created in the performance of service or project activities.


2 SCOPE

- 2.1 This procedure applies to all operations areas, activities, and personnel related to the support, maintenance, service, cleaning, and or repair of support systems and equipment that in the course of performing, have the capability to cause hazards: slips, trips, and falls, result in material and or equipment falling hazards (when performing elevated work – ladders, lifts, etc..), or exposure to environments and materials associated with various service and support activities (electrical, chemical, mechanical dangers etc..)

	QMS Work Instruction MTS Systems Corporation – MTS Test	Document Number: EHS-300-194	Rev.: A
Title: Temporary Barricade Process		Page #: 2 of 7	
Work Instruction Owner(s) – list functions: All MTS Facilities, EHS, and related Operations staff that sponsor-host Service Providers, Vendors, or Contractors		Revision's Training Requirements – select one (per section #9): Awareness <u>X</u> Formal <u>_</u>	

3 DEFINITIONS AND ACRONYMS

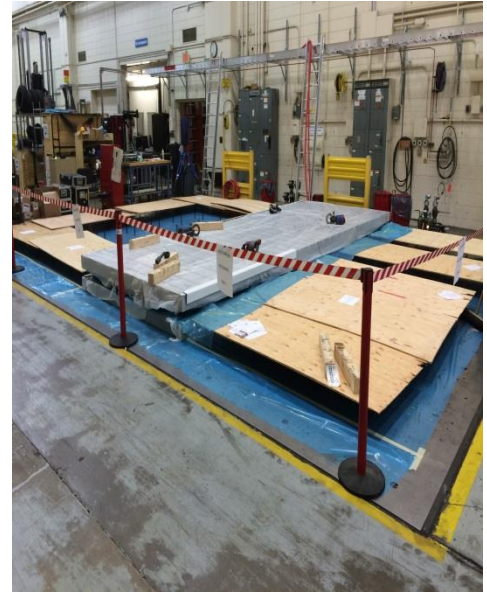
- 3.1 **Barricade:** A usually temporary structure set up to restrict or control the movement of people or conveyance
- 3.2 **Caution:** Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury.
- 3.3 **Danger:** Indicates an immediately hazardous situation which, if not avoided could result in serious injury or potential – usually limited to the most extreme situations, areas
- 3.4 **Exclusion:** the isolation of an area or location to normal access
- 3.5 **Hazard Zone:** a work area identified/marked by (barricades, tape lines, caution cones, around any service or project area, where increased risks and exposures are possible, and additional ppe, procedural, administrative or similar access or entry requirements are required to protect employees when working or moving in these locations
- 3.6 **Operator:** A person who uses and controls something
- 3.7 **Safe Zone:** is the area or space set apart for the exclusive use of workers or pedestrians which is protected, or which is marked or indicated by barricades, signs, in order to make such area or space plainly visible at all times and devoid of any discernable hazards or dangers.
- 3.8 **Warning:** Indicate a potentially hazardous situation which, if not avoided, could result in serious injury

	QMS Work Instruction MTS Systems Corporation – MTS Test	Document Number: EHS-300-194	Rev.: A
Title: Temporary Barricade Process		Page #: 3 of 7	
Work Instruction Owner(s) – list functions: All MTS Facilities, EHS, and related Operations staff that sponsor-host Service Providers, Vendors, or Contractors		Revision's Training Requirements – select one (per section #9): Awareness <u>X</u> Formal <u>_</u>	

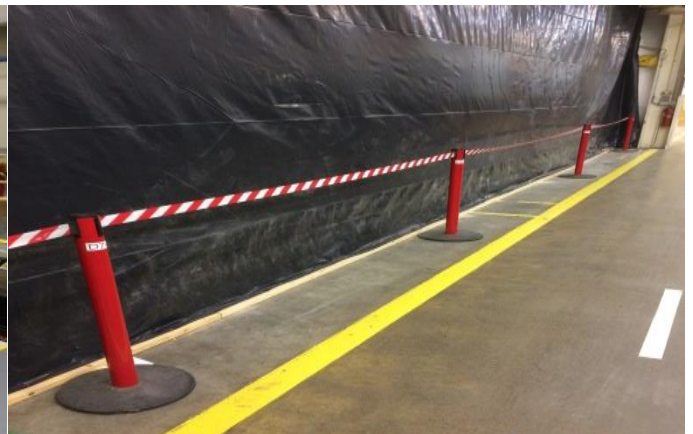
4 GRAPHICS




Proper barricade of ladders or similar elevated work zone items (high lifts, etc..)



Proper barricade of a floor work zone location



Proper barricade of a construction areas / locations

	QMS Work Instruction MTS Systems Corporation – MTS Test	Document Number: EHS-300-194	Rev.: A
Title: Temporary Barricade Process		Page #: 4 of 7	
Work Instruction Owner(s) – list functions: All MTS Facilities, EHS, and related Operations staff that sponsor-host Service Providers, Vendors, or Contractors		Revision's Training Requirements – select one (per section #9): Awareness <u>X</u> Formal <u>_</u>	



Proper barricade of a higher hazard-restricted work zone locations

5 RESPONSIBILITIES

5.1 Management Sponsor-Host:

5.1.1 Provides oversight, general guidance and support to the service provider when they are come on site, during their service work, and following their completion (escort or similar support off the site).


5.2 Designated Management Representative:

5.2.1 Watches to ensure conformity of the policy is met by all members affected (could be a lead person/ supervisor or the host sponsor themselves).

5.3 Employee:

5.3.1 Follows the procedure presented to ensure the safety and well-being of all employees, contractors, service providers, vendors and visitors on the MTS production floor, .

5.3.2 Ensures adequate barricade material is put into place prior to the start of any activity where there is a potential concern for pedestrian or powered vehicle (forklifts, trucks, pallet jacks etc..) traffic in close proximity to the work zone or any area where they are working at elevated heights and equipment, tools or other similar items could fall (ie.. Crane inspections/service, wall wiring/piping projects etc..).


	QMS Work Instruction MTS Systems Corporation – MTS Test	Document Number: EHS-300-194	Rev.: A
Title: Temporary Barricade Process		Page #: 5 of 7	
Work Instruction Owner(s) – list functions: All MTS Facilities, EHS, and related Operations staff that sponsor-host Service Providers, Vendors, or Contractors		Revision's Training Requirements – select one (per section #9): Awareness <u>X</u> Formal <u>_</u>	

5.4 EHS /Facilities

- 5.4.1 Ensure that critical barricade equipment is properly located and clear space areas are designated. Resolve any situations or issues that are not addressed or described in this Work Instruction.
- 5.4.2 Ensure that anytime MTS employees, associated contractors, service provider's etc. support work on the production floor, they are aware of the need to barricade areas and the need to potentially restrict movement in and around construction/project locations and similar work areas.

6 INSTRUCTION

- 6.1 Anytime production staff, engineers, maintenance, contractors, service providers, or other support personnel are performing construction, service or similar activities in an area, consideration must be made as to the potential hazards employees, visitors or fellow contractors may encounter in the area while work is being done and as necessitated, appropriately placed temporary barricades and or notification signs (as applicable – longer term projects, locations etc..) will be placed around and in the area to secure the location and keep those working in and around the area safe.
- 6.2 Ensure the safety barriers are set up correctly and provide adequate aisle walkway and pathway protection (ie.. equipment or other items extending out into areas- barriers should completely surround and buffer all items)
- 6.3 As needed place Caution, Danger, and or Warning signs based upon the hazards presented in each area (should be utilized for any extended construction or work activities in and area or for any higher hazard items – electrical etc.. – Warnings to stay out of the location)
- 6.4 All those involved with a given project/construction or service item should perform a quick walk around / confirmation that the area is fully surrounded, barricaded where the work is to be performed and clear of any potential tripping hazards prior to engaging work.
- 6.5 As needed adjust and move barricades to accommodate any changes while

	QMS Work Instruction MTS Systems Corporation – MTS Test	Document Number: EHS-300-194	Rev.: A
	Title: Temporary Barricade Process	Page #: 6 of 7	
Work Instruction Owner(s) – list functions: All MTS Facilities, EHS, and related Operations staff that sponsor-host Service Providers, Vendors, or Contractors		Revision's Training Requirements – select one (per section #9): Awareness <u>X</u> Formal <u>_</u>	

performing activities

- 6.6 Ensure, as needed, barricades are retained at the end of the day (ongoing or repeated activities), and or completely taken down and all barricade items properly stored upon completion.

7 ASSOCIATED QUALITY RECORDS – AS STATED IN THE QUALITY RECORDS LIST


Required Record
Functional Group Training records

8 REFERENCE FORMS / TEMPLATES / DOCUMENTS (IF NEEDED)

Form / Template / Document Title	Location
Barricade Work Instruction	EHS - Website

9 CURRENT REVISION'S TRAINING REQUIREMENTS

Select One (mark X)	Training Type	Training Definition
X	Awareness	Awareness training is conducted by communication, which is sent/delivered by the approver/author/owner of the document to the affected employees/groups.
	Formal	Formal training requires the approver/author/owner to collect/store evidence that the affected employees/groups were trained.

	QMS Work Instruction MTS Systems Corporation – MTS Test		Document Number: EHS-300-194	Rev.: A
	Title: Temporary Barricade Process		Page #: 7 of 7	
Work Instruction Owner(s) – list functions: All MTS Facilities, EHS, and related Operations staff that sponsor-host Service Providers, Vendors, or Contractors		Revision's Training Requirements – select one (per section #9): Awareness <u>X</u> Formal <u>_</u>		

10 REVISION HISTORY & APPROVAL

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
A	Initial Work Instruction Creation	James Kinney	6/30/16

APPROVAL OF CURRENT REVISION		
Name / Function	Signature	Date
Gene Simon – VP Operations and Global Supply Chain		
James Kinney EHS Manager-		