

# TLMI – SAFETY SITE MAP PREPARATION GUIDELINE

SAF-101

Revision	Date	SAFETY SITE MAP PREPARATION	Changed Section/Page
0	6-16-14	First Draft Document	All

## 1.0 PURPOSE

The purpose of this document is to outline a standard the standard components of and mapping of a Safety Site Map. It is intended for the express use of the TLMI members.

## 2.0 RESPONSIBILITY

It is the responsibility of the TLMI Safety Committee to approve and modify this procedure for the benefit of the membership at large.

## 3.0 COMPONENT IDENTIFICATION LIST

This may vary from company to company but this is a good general list.

- |                                  |  |
|----------------------------------|--|
| 3.1 Fire Extinguishers           | 3.7 Eye Wash Stations                    |
| 3.2 First Aid Kits               | 3.8 NFPA Rating symbols                  |
| 3.3 Spill Containment            | 3.9 Chemical Containment locations,      |
| 3.4 Sprinkler Risers             | 3.10 Ink and Chemical Storage locations. |
| 3.5 Water Shut off, Gas Shut Off | 3.11 Exits and Door Numb                 |
| 3.6 Power Shut Off               |  |

## 4.0 DRAWING THE SITE

- 4.1 This can be as simple or as fancy as you like. Simply use a graph paper and use the appropriate dimensions for each grid. The following layout is done on AutoCAD but can be done by hand by walking of the building dimensions and then using the grid drawing the building onto the grid for a proportional layout. The accuracy is not key here only the proportional representation.
- 4.2 Use a scale that will fit on an 8.5 x 11 piece of paper. Generally a scale of 1/8":1 or 1/8"=1 Foot will work. Try this on the 8.5 x 11 paper first to see if it will fit. Whatever scale is used should be used on all the building dimensions so if you draw an 8 x 10 office it would be drawn 8 x 1/8" by 10 x 1/8" resulting in a 1" x 1.250" drawn office. You can use any scale you want as long as it fits on the target paper size.
- 4.3 Once you have the outline of your building and offices, you can either put the equipment in or simply make boxes with the equipment names. Write the office names inside the office rooms. This is the hardest part and you are half way there.
- 4.4 You can choose the markers for each of the components listed in 3.1 and then draw them into the primary layout. An example of the outline is on page 2 and an example of the finished product is on page 3.

## 5.0 ATTACHMENTS

- 5.1 There is a pdf attached for reference.

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