

LOURDES A. LEON GUERRERO, Governor (*Maga'håga*)  
JOSHUA F. TENORIO, Lt. Governor (*Sigundo Maga'låhi*)



EDWARD M. BIRN  
Director (*Direktot*)  
EDITH C. PANGELINAN  
Deputy Director (*Sigundo Direktot*)

GENERAL SERVICES AGENCY (*Ahensian Setbision Hinirat*)

June 18, 2019

Amendment #1

**INVITATION FOR BID NO. GSA/PAG-006-19**

Purchase of Five (5) 11,000lbs. Fork Trucks for the Port Authority of Guam

- 1.) To include "Board Policy Memorandum No. 2018-02" as part of the bid packet. See Attached

CLAUDIA S. ACFALLE  
CHIEF PROCUREMENT OFFICER

Please Print  
Acknowledgement Copy (Re-Fax to GSA)

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Fax To: 475-1727 or 472-4217

Email To: [gsaprocurement@gsadoa.guam.gov](mailto:gsaprocurement@gsadoa.guam.gov)

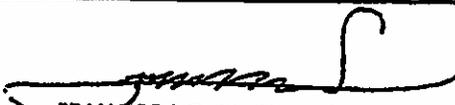


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Eddie Baza Calvo  
 Governor of Guam  
 Ray Tenorio  
 Lieutenant Governor

**BOARD POLICY MEMORANDUM NO. 2018-02**

<b>To:</b> All Division Heads	<b>Subject:</b> Facility and Equipment Safety Color Code
<b>Effective Date:</b> MAY 30, 2018	
<p>Approved By:   <b>FRANCISCO G. SANTOS, Chairman, Board of Directors</b></p> <p>All revisions are marked with an asterisk (*)</p>	

**REFERENCE:**

- A. 29 CFR 1910.144 – Safety Color Code for Marking Physical Hazards
- B. ANSI Z535.1-2017 – American National Standard Institute for Safety Color Codes

**I. PURPOSE AND STANDARD:**

- A. The purpose of these rules is to establish a standard for safety colors policy within the Port terminal, facilities and properties that will alert and inform persons to take precautionary action and other appropriate actions in the presence of a hazard.
- B. Safety colors are often used to supplement a word message or safety symbol. The standardization of safety colors assists with the efficient development of safety information as well as assisting viewers in recognizing information as being related to safety.
- C. This standard provides a system for specifying safety colors used on safety signs, labels, tags, facilities, vehicles, and equipments: ~~It is beyond the scope of this standard to provide in-depth instructions for color measurement. It is beyond the scope of this standard to address the color of safety sign, label, tag, facility, vehicle, or equipment substrates.~~

**II. DEFINITIONS:**

- A. *Authority* means the Port Authority of Guam.
- B. *Board* means the Board of Directors of the Authority.
- C. CIP – Capital Improvement Projects
- D. *Power Industrial Trucks (PIT)* means any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Powered industrial trucks can be ridden or controlled by walking operator. Earth moving and over the road haulage trucks are not included in the definition. Equipment that was designed to move earth but has been modified to accept forks are also included.
- E. *Port Facilities* means channels, waterways, basins, seawalls, docks, piers, land areas, utilities, warehouses, cargo handling machinery and equipment, tugboats, barges, fire boats and other

works, properties, structures or other facilities necessary for the development or operation of the Port of Guam and recreational boating facilities of Guam.

F. *Terminal* means berthing locations and adjacent storage, areas, and structures associated with the primary movement of cargoes or materials from vessel to shore or shore to vessel; structures devoted to receiving, handling, holding, consolidating, loading or delivering to waterborne shipments and passengers; and areas devoted to the maintenance of the terminal facilities and cargo handling equipment of the Port Authority of Guam.

G. *Properties* means any and all real estate belonging to the Port Authority of Guam.

### III. RESPONSIBILITIES:

- A. *Safety Office* – To assist with facility and equipment maintenance in identifying all physical hazards and those identified are properly color coded.
- B. *Facility Maintenance* – With the assistance of Safety Office, to identify all physical hazards within the Port terminal and its properties are properly color coded.
- C. *Equipment Maintenance* – With the assistance of Safety Office, to identify all equipments and vehicles within the Port Fleet are properly color coded.

### IV. SAFETY COLOR IDENTIFICATION:

- 1. **RED** – The color red is used on any safety signs, labels, or other objects to signify danger or to alert people that they need to stop. It is also used to identify all types of fire apparatuses. Example of color red: Stop Sign, Emergency Stop Button, Fire Hydrant, Fire Connection, Fire Lane, Fire Extinguisher, Exit Sign.
- 2. **YELLOW** – Anywhere that caution needs to be used, the color yellow should be primary on the signs or labels alerting people to act. Similar to OSHA, this includes risks of tripping, falling, getting burned, being caught in a pinch point, experiencing hearing damage, and almost any other common hazard that may be present. Example of color yellow: Bollards, uneven walking surface, Powered Industrial Trucks.
- 3. **GREEN** – The color green is used to alert people to the presence of an emergency egress. This is important for helping people escape from an area if they need to. Green is also used according to the American National Standard Institute (ANSI) to identify where first aid and other types of safety equipment are kept. Example of color green: Escape routes sign, First Aid Kit, Emergency Eye/Shower Wash.
- 4. **BLUE** – The color blue on signs and labels that provide information about a particular item or area. This information does not necessarily have to be safety related. Example of color blue: Disability Parking sign and stall, Blue reflector marker fire hydrant location.

5. **WHITE/BLACK** – The color white/black on signs and label are used for guiding traffic or telling people which direction to go. These colors can also be for housekeeping information in the facility. White is not specifically safety related, having this type of signage can directly improve safety of the facility. The color white will also identify vehicles and equipments that carry passenger within the terminal. Example of color white/black: Speed limit sign, Do Not Enter sign, Travel lane dividers, golf carts, pickups, sedans, vans.

**V. PROCEDURE FOR PROCUREMENT:**

- A. Purchase of new items or equipments that meets the safety color code must be included in the purchase.
- B. Used items or equipments may not meet the safety color code upon purchase, but the Port must meet the safety color code upon receipt.
- C. Purchase of safety color code paint must meet the safety standards.

**VI. ACTION:**

- A. Management shall support this Policy Memorandum to ensure that all Physical Hazards are properly identified and painted.
- B. Facility and Equipment Maintenance Superintendent shall budget, maintain records, installation, painting and monitoring the procurement and issuance of signage, labels, tags, paints, materials and equipment. They shall advise management of compliance of this policy memorandum with recommendations for cost savings and improvements. They shall assist in updating the policy memorandum if necessary.
- C. Safety shall monitor and record all physical hazards within the Port terminal and its properties that they are properly marked according to its designated safety color code. Safety shall maintain and update this policy memorandum if necessary.
- D. Equipment Service Support, Manager and Transportation Superintendent shall ensure that all safety color codes are met in all specifications of new equipment or vehicles.
- E. Engineer Manager and Facility Superintendent shall ensure that all safety color codes are met in all CIP projects specifications.