

## Guideline for the Removal of Danger Tag and Lock of an Absent Staff Member

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Danger tags are to be placed on equipment only for the protection of personnel while working on that equipment, they are to be used in conjunction with an individually keyed lock and are not to be left on after that person completes their work, or finishes their shift. Changeover procedures may be required in certain situations, or an Out of Service Tag is to be placed if an item is unfit for use after the worker has left.

However if a Danger tag has been left and the person who placed the tag and lock is not on site the following procedure must be followed and records kept for five years by all signatories.

Note that leaving a Danger Tag in place when leaving site may be considered as misconduct. Removal of a Danger Tag by anyone other than the person who placed it, without following the procedure below would breach obligations under the Electrical Safety Act and will be considered misconduct.

### **Procedure:**

The supervisor of the area in which the equipment is located must make every effort to contact and return the person who placed the tag to site, this may be at the persons expense.

If the person cannot be returned and the tag must be removed the following persons must be notified prior to removal;

- Head of School
- OH&S Unit

### **Removing a Danger Tag and Replacing with an Out of Service Tag**

This is the preferred method of tag transfer when a Danger tag and lock has been left in place.

A minimum of three people are required for this procedure;

- Head of School
- OH&S Unit representative
- Person familiar with the equipment and it's reason for being locked out

With all three people present, contact the person who placed the tag and lock and confirm their current location.

If the person cannot be contacted, the equipment and any associated process must be inspected by all signatories to ensure that no personnel are at risk if the equipment starts.

Upon confirmation that personnel are not in a position to be harmed by the equipment, all signatories are to record their authorisation on the attached form.

The Danger tag and lock may then be removed and replaced with an Out of Service tag detailing the equipment fault.

### **Removal of a Danger Tag and Returning Equipment to Service**

This is an extremely high risk activity, not only is there a potential for the person who placed the original Danger Tag to be injured but if the work has not been completed other personnel are placed at an unknown risk.

A minimum of three people are required for this procedure;

- Head of School
- OH&S Unit representative
- Person thoroughly familiar with the equipment, its operation, maintenance and reason for being locked out

Any person who authorises this activity accepts full responsibility for all consequences whether financial or human.

If this activity is to proceed, the person who placed the Danger tag and lock **must** be contacted in the presence of all signatories. They must confirm work performed to date and work yet to be completed on the equipment.

Written detail of the work performed must be given by the persons supervisor and a written procedure to ensure that the work is completed and checked must also be provided.

The signatories authorising this activity must be present to assist with or supervise the entire commissioning procedure.

Once the equipment has been certified as fit for return to service, all signatories must physically inspect the equipment and associated processes to ensure that all personnel are clear of the equipment and that no personnel are in a position to be harmed by equipment malfunction on start up.

Upon confirmation that personnel are not in a position to be harmed by the equipment, all signatories are to record their authorisation on the attached form.

A final walk round is to be conducted to ensure the equipment and associated processes are inaccessible to any but essential personnel for start up.

When all signatories are satisfied of the safety and security of all personnel, the equipment may be recommissioned.

**Tag Location** \_\_\_\_\_  
**School** \_\_\_\_\_  
**Supervisor** \_\_\_\_\_  
**Date** \_\_\_\_\_

Staff member who placed tag \_\_\_\_\_  
Is staff member on site Y/N  
Has staff member been contacted Y/N  
Can staff member be recalled to remove tag Y/N

**Will tag be replaced with another tag** Y/N  
Staff member placing new tag \_\_\_\_\_

Signature

Has Head of School been notified Y/N  
Head of School authorising tag removal \_\_\_\_\_

Signature

Has Health and Safety Unit been notified Y/N  
OH&S Unit representative authorising tag removal \_\_\_\_\_

Signature

**Will tag be removed and equipment returned to service** Y/N  
Has staff member authorised equipment fit for service Y/N  
Person certifying equipment fit for service \_\_\_\_\_

Signature

Has Head of School been notified Y/N  
Head of School authorising tag removal \_\_\_\_\_

Signature

Has OH&S Unit been notified Y/N  
OH&S Unit representative authorising tag removal \_\_\_\_\_

Signature

**Issued on** \_\_\_\_\_, **2006 by:**  
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