



PROCEDURE

Title: **TAGGING OF UNSAFE EQUIPMENT** Procedure No.: **2005h**
Effective Date: **2002 June 5**

Department: Organizational Support Services – Human Resources

Reference(s): - Health and Safety Policy

The safety of our students and staff is paramount. There are many safety policies and procedures that can be used to ensure that students and staff are not injured because of unsafe equipment.

1.0 Application

- 1.1. Applies to defective equipment only. It does not apply to building systems or problems created in the work environment which may be the result of using the equipment, for example; lack of adequate ventilation, dust capture, etc. (refer to *Indoor Air Quality Investigative Procedure* for instructions).
- 1.2. Frivolous use of the tags will be addressed as a disciplinary matter.
- 1.3. **“DO NOT USE”** tags are available from Health and Safety in quantities of five.

2.0 Identifying and Tagging Unsafe Equipment

Employee(s) who discover a piece of equipment that they perceive to be unsafe have several options open to them:

- 2.1 If it is a piece of equipment for which the employee is responsible, it should be disabled and removed from service.
- 2.2 If the equipment is in an area outside the authority of the employee who tagged it, the person in authority for the area and/or the Principal/Manager should be notified immediately.
- 2.3 A properly completed tag contains:
 - A notice stating: DO NOT USE;
 - Your name;
 - Job title;
 - Location;
 - Your telephone number; and
 - The reason for the tag.
- 2.4 Complete the Red Tag Log in the Documentation Resource Red Binder binder.

Tagging of Unsafe Equipment Procedure

3.0 **Removing Tags from Equipment**

- 3.1 Tags are to be removed only with permission of the author of the tag, a qualified tradesperson effecting repairs, or the Safety Specialist.
- 3.2 Tags will then be returned to their author with the status completed.
- 3.3 Departmental budgets and procedures will determine the protocol for repair, replacement or disposal of the equipment.
- 3.4 If the person who applied the tag and the person responsible for the equipment will be in agreement that the equipment is safe to use, or has been repaired, the tag may be removed. If agreement is not reached, the equipment will remain out of service and the Safety Specialist will be called.
- 3.5 Complete the Red Tag Log in the RED site JHSC binder.

If you have any questions on the above, please contact Health and Safety.