

Introduction

Faulty plant and equipment that may cause injury if operated must be tagged and removed from service, to prevent inadvertent use/operation by staff, students, contractors or visitors. This bulletin explains the process for tagging and removing faulty plant and equipment from service at the University of Melbourne.

Key regulatory requirements

The *Occupational Health and Safety Act 2004* (Vic) requires employers to provide a safe workplace as far as reasonably practicable. This includes ensuring that faulty equipment that may cause injury is not used or operated.

National OHS Self Insurer Audit Tool (NAT) Criterion 3.10.17: There is a process for unsafe plant and equipment to be identified and quarantined or withdrawn from service.

Identifying faulty/unsafe plant and equipment

Faulty or unsafe plant and equipment may be identified through:

- daily or pre-start inspection for specific items of plant or equipment;
- scheduled workplace inspections;
- use or operation of plant or equipment; or
- an incident or injury resulting from failed plant or equipment.

Removing faulty/unsafe plant or equipment from service

- i. If powered plant equipment, turn off or de-energize, if safe to do so.
- ii. Make safe the plant or equipment.
- iii. Complete an Out of Service tag, ensuring that the tag describes the:
 - plant or equipment that is Out of Service;
 - reason the plant or equipment is Out of Service;
 - (if applicable) conditions under which the plant or equipment can be used safely;
 - name of the person completing the tag; and
 - date.



Sample of an *out-of-service* tag

- iv. Place the completed Out of Service tag on the plant or equipment at:
- the point of isolation from the energy source; or
 - the main control panel; or
 - a prominent position.
- v. Notify the Supervisor responsible for the plant or equipment.
- vi. Make arrangements for the plant or equipment to be repaired or removed from the work area.



Damaged electrical cable tagged out

Returning plant and equipment to service

Plant or equipment that has been tagged and removed from service may be returned to service by an authorised person after:

- reviewing the reason why the plant or equipment was removed from service;
- repairing or making safe the plant or equipment;
- confirming that the plant or equipment has been repaired or otherwise made safe;
- documenting any repair works undertaken and declare that the plant or equipment is safe to return to service; and
- handing over the plant or equipment to the local Supervisor or delegate.

Removing tags

An Out of Service tag may only be removed if:

- an authorised person has repaired or otherwise made the plant or equipment safe to use;
- an authorised person has confirmed that the plant or equipment is safe to use; and
- the Supervisor, after consulting with the person who initially placed the tag, confirms that the
- plant is safe to use.

Supervisor responsibilities

Provide access to Out of Service tags for Staff and Students.

Authorise sufficiently competent staff/contractors to:

- make plant or equipment safe to use; or
- confirm that the plant or equipment has been made safe to use.

Further information and resources

- Local [Health and Safety Business Partner](#)
- [Health & Safety: Unsafe plant and equipment requirements](#)
- Health & Safety > Safety topics > Plant & electrical equipment > [Out-of-service tags](#)