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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safety  Unsafe Plant and Equipment Requirements |

# 1. PurposE

To describe the process by which unsafe plant and equipment is:

* identified;
* withdrawn from service; and
* returned to service after being made safe.

# 2 SCOPE

This requirement applies to all staff, students, contractors and other personnel at workplaces under the management or control of the University of Melbourne.

# 3 DEFINITIONS

**Authorised person**

A person, authorised by the local supervisor, who is sufficiently competent to make the plant or equipment safe to use, or confirm that the plant or equipment has been made safe to use.

**Danger tag**

A label/sign that identifies that cleaning, servicing, repairing or alteration is being undertaken on isolated installations, plant or equipment.

**Out-of-service tag**

A label/sign attached to plant or equipment that indicates the plant or equipment is faulty or unsafe to operate and is currently out of service.

# 4 PROCEDURE

## 4.1 Tagging and removing faulty plant and equipment

The Head of School/Division must ensure that staff and students have access to suitable resources, including access to out-of-service tags, for implementation of this procedure.

Staff members or students who become aware of plant or equipment which is faulty or unsafe to use must:

* turn off or de-energise plant or equipment, if safe to do so;
* make safe the plant or equipment;
* 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;
* 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;
* notify the supervisor responsible for the plant or equipment; and
* make arrangements (directly or through the supervisor) for the plant or equipment to be repaired or removed from the work area.

Unless authorised, no person may use plant or equipment that has been tagged with an out-of-service tag or remove the tag.

## 4.2 Out-of-service tag

An out-of-service tag must list 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 out-of-service tag: [Out-of-service tags](https://safety.unimelb.edu.au/hazard-topics/plant-and-equipment)

Note: An out-of-service tag should be distinguished from a danger tag. A danger tag is used during lock-out, tagging and isolation of installations, plant or equipment, for the purposes of cleaning, servicing, repairing or alteration. Danger tags should not be used to identify or remove from service faulty and unsafe plant and equipment.

## 4.3 Returning to service

The authorised person returning the plant or equipment into service must:

* review the reason why the plant or equipment was removed from service;
* repair or otherwise make safe the plant or equipment, or confirm that the plant or equipment has been repaired or otherwise made safe;
* document any repair works undertaken and declare that the plant or equipment is safe to return to service; and
* hand over the plant or equipment to the local supervisor or delegate.

## 4.4 Removing the tag

An out-of-service tag may only be removed under the following conditions:

* the authorised person has repaired or otherwise made the plant or equipment safe to use;
* the 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.

# 5 RESPONSIBILITIES

Head of School/Division

Supervisor

Authorised person

Staff

# 6 REFERENCES

*Occupational Health and Safety Act 2004* (Vic)

*Occupational Health and Safety Regulations 2017* (Vic)

# 7 Relevant DOCUMENTaton

## 7.1 Guidance

[Out-of-service tags](https://safety.unimelb.edu.au/hazard-topics/plant-and-equipment)