

Department of Electrical and Electronic Engineering

Removal of Assets from Service

Policy and Procedure

DEEEP 006

1. Policy

1.1 Introduction

The Department of Electrical and Electronic Engineering is committed to providing and maintaining a safe workplace. This policy detailing how and when to remove assets from service and restore assets back into services will assist the department in minimising the risks involved with identified hazards.

1.2 Objective

To ensure there is a system in place which will minimise the risk to health and safety of employees who are in the vicinity of, use, operate, repair or work with any equipment, apparatus, plant or instrumentation which may expose them to potential hazards.

To ensure identified hazards are clearly displayed to other employees.

To identify isolation points for equipment that is taken out of service for repair or maintenance.

To guarantee a personal safety zone for technicians maintaining or repairing or installing equipment/assets.

1.3 References

- Victorian Occupational Health and Safety Act
- Victorian Occupational Health and Safety (Plant) Regulations.
- Victorian Code of Practice for Plant.
- Australian Standard AS 4024, Safeguarding of Machinery.

2. Tagout Procedures

2.1 Out of Service Tag

- **Purpose**

Whenever any equipment is identified as being defective, is non functional, is potentially hazardous or work on the equipment is incomplete it must be taken out of service and tagged. It is essential the person placing the tag records his/her name and reason for placing the tag in the space provided on each tag.

- **Appearance**

Black writing on a yellow background. Paper or cardboard tag with 'Out of Service' printed on each side.

- **Availability**

Tags are available from the Technical Staff and Laboratory Managers.

- **Rules of use**

Placing

Any Employee can place this tag. You must complete all information required on the tag and **notify the relevant section of its placement.** If work is incomplete on any repair or maintenance job an Out of Service Tag must be used to replace any Danger Tag used for personal protection.

Removing

The tag can be removed by the:

- Employee who placed it.
- Employee's direct supervisor providing the condition noted on the tag is rectified.
- Repair or maintenance employee on completion of work.

2.2 Danger Tag

- **Purpose**

To provide individual protection for a person working on isolated equipment.

Appearance

Black writing on a white background. "DANGER" outlined in a red. Paper or cardboard tag.

- **Availability**

Tags are available from Technical Staff and Laboratory Managers.

- **Rules of Use**

Placing

Every employee working on isolated equipment must use a personal danger tag on each isolation point.

Removing

Only the person who placed the Danger Tag may remove it.

If work is incomplete each Danger Tag must be replaced with an Out of Service Tag.

Non Removal of Personal Danger Tags

In special circumstances, such as an accident or where the person that placed the Danger Tag, has left the site and will not be returning, authority to remove another persons Personal Danger Tag may be granted. Before such authority is granted an investigation of the circumstances must be completed and recorded. Removal of a Danger Tag in this circumstance must be authorised by the Head of the Department.

2.3 Temporary Safety Barriers and Signs

- **Purpose**

To clearly mark and provide a barrier around hazardous areas.

- **Appearance**

Black writing on a yellow background. Tape and/or signs.

- **Availability**

Safety tape and signs are available from the Technical Staff.

- **Rules of use**

Placing

Any Employee or Tradesman can use safety barricades to assist in isolating a hazard. Whenever an area is cordoned off appropriate signage displaying the nature of the hazard is to be posted and you must **notify the relevant section of its placement.**

Removing

Safety barricades can be removed by the:

- Employee who placed it.
- Employee's direct supervisor providing the condition noted requiring the barricade is rectified.
- Repair or maintenance employee on completion of work.