**Policy: Out of Commission**

<table>
<thead>
<tr>
<th>Version</th>
<th>1.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRIM file number</td>
<td>06/XXXX</td>
</tr>
<tr>
<td>Short description</td>
<td>A policy to ensure the safety of staff or other persons or equipment by the establishment of out of commission procedures at Charles Sturt University</td>
</tr>
<tr>
<td>Relevant to</td>
<td>All employees</td>
</tr>
<tr>
<td>Authority</td>
<td>This Procedure has been approved by Executive Director, Division Facilities Management under the Governance (Policy and Procedures) Rule 2005 of the Council and section 20 and 32 of the Act.</td>
</tr>
<tr>
<td>Responsible officer</td>
<td>Facilities OHS Manager</td>
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<tr>
<td>Responsible office</td>
<td>Division of Facilities Management</td>
</tr>
<tr>
<td>Date introduced</td>
<td>14 September, 2001</td>
</tr>
<tr>
<td>Date(s) modified</td>
<td>See Table of Amendments</td>
</tr>
<tr>
<td>Next scheduled review date</td>
<td>June, 2008</td>
</tr>
<tr>
<td>Related University documents</td>
<td>Occupational Health and Safety Policy</td>
</tr>
<tr>
<td>Related legislation</td>
<td>Occupational Health and Safety Act, 2000 (NSW)</td>
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<td></td>
<td>Occupational Health and Safety Regulations, 2001 (NSW)</td>
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<tr>
<td>Key words</td>
<td>Policy, out of commission, tag out, lock out</td>
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</table>
1. PURPOSE

This policy is a two tiered approach to applying a warning system when isolating equipment using the Equipment Hazard Tag or the Danger Tag to prevent injury or death to personnel or damage to equipment.

2. SCOPE

This policy applies to relevant staff of the Division of Facilities Management and contractors engaged by the Division.

3. DEFINITIONS

3.1 Equipment hazard tag. The equipment hazard tag shall be used by any staff member to identify a safety and/or operational concern with any apparatus to prevent subsequent injury to personnel and/or damage to the equipment if the apparatus were to be used.

3.2 Danger tag. The Danger Tag is to be utilised by qualified staff to signify to others that an apparatus has been isolated from its energy source to prevent injury to persons and/or damage to equipment and must not be operated under any circumstances while the Danger Tag is attached.

4. RESPONSIBILITIES

4.1 Managers & Supervisors

Managers and Supervisors shall ensure this policy is implemented by staff and contractors working within the confines of University property.

4.2 Employees

Staff are required to familiarise themselves with each tag, their different applications and to comply with this policy in the performance of their duties.

5. CON

6. asf

7. AS
OUT OF COMMISSION POLICY AND PROCEDURES

Charles Sturt University requires that all relevant personnel shall receive training and are competent to apply the Out of Commission Procedures (OCP) in accordance with this policy. Such training will be the responsibility of supervisors who will make this policy and tags available as required.

Managers and Supervisors shall ensure this policy is implemented by staff and contractors working within the confines of University property.

This policy is a two tiered approach to applying a warning system when isolating equipment using the Equipment Hazard Tag or the Danger Tag to prevent injury or death to personnel or damage to equipment.

Staff are required to familiarise themselves with each tag, their different applications and to comply with this policy in the performance of their duties.

Availability of Tags

Groups required to implement the OCP should ensure that sufficient quantities of tags are kept in a central position where staff may have access to them at all times.

Trade related employees should carry tags with them for use at all times.

Supervisor should ensure that tags are freely available and that all staff are aware of their location.

Equipment Hazard tag

Aim
The equipment Hazard Tag shall be used by any staff member to identify a safety and/or operational concern with any apparatus to prevent subsequent injury to personnel and/or damage to the equipment if the apparatus were to be used.

Description
This tag has a highly visible yellow colouring with black broken banding around the edges on both sides. Both sides have the word ‘Caution’ at the top in yellow letters on a black background. One side has ‘Do Not Operate’ in black letters under the caution working whilst the other has ‘Do Not Remove This Tag’ in black lettering under the word ‘Caution’.

They are designed to be securely affixed to the defective apparatus by means of a tie.

Below is an example of the Equipment Hazard Tag.

<table>
<thead>
<tr>
<th>Diagram/Tag</th>
<th>Diagram/Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do Not Operate</td>
<td>Do Not Remove This Tag</td>
</tr>
</tbody>
</table>

When an Equipment Hazard Tag is affixed the following details shall be provided on the tag.

- A clear description of the problem or symptom
- The signature of the person attaching the tag
- The date and time of application of the tag
- The Department for whom the person works

Once the tag has been affixed the person who applied the tag must notify their supervisor of the action taken. The Supervisor shall immediately and without fail notify the authorised repairer and ensure the problem is rectified in an expedient manner.

**Removal of the Equipment Hazard Tags**

Once an Equipment Hazard Tag has been affixed it must not be removed except by a suitably qualified person. This person must ensure that the equipment is safe to use under normal operational conditions.

**The Danger Tag**

**Aim**

The Danger Tag is to be utilised by qualified staff to signify to others that an apparatus has been isolated from its energy source to prevent injury to persons and/or damage to equipment and must not be operated under any circumstances while the Danger Tag is attached.

**Description**

The Danger Tag is predominantly white with a black band at the top. Inside that band is superimposed a red oval with the word ‘Danger’ outlined in white. One side has the words ‘Do Not Operate’ outlined in black letters whilst the other side has ‘Do Not Remove This Tag’ in black lettering and a warning over the unauthorised removal of the tag also outlined in black letters.

When a Danger Tag is affixed the following details shall be provided on the tag.

- The name of the person attaching the tag. This should be the qualified person and the supervisor of the working party requiring the isolation
- The date and time of application of the tag
- The Department for whom the person works

Below is an example of a Danger Tag.

<table>
<thead>
<tr>
<th>Diagram/Tag</th>
<th>Diagram/Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do Not Operate</td>
<td>Do Not Remove This Tag</td>
</tr>
<tr>
<td>Tag placed by etc</td>
<td>etc</td>
</tr>
</tbody>
</table>

The tag is designed to be affixed by means of a tie to equipment that requires isolation from its energy source prior to work commencing to ensure the safety of those involved in the working party.

**Prior to Work Commencing**

The OCP are designed to prevent the accidental return to service of the isolated equipment and the Danger Tag shall be affixed in a prominent position prior to work commencing to signify the isolation point. The qualified person shall ‘prove’ the isolation to those involved in the working party prior to allowing work to commence on the isolated equipment.

In the situation where a multiple isolation has been required the qualified person shall demonstrate to the working party where the isolations have been provided and that the equipment is isolated from its energy supply.
Examples of Danger Tag Use
A Danger Tag may be used to signify that an isolation has been made to an electrical, gas, water, compressed air, etc supply to an item of equipment. The tag could be affixed to a switch, electrical distribution board, valve etc.

A Danger Tag could also be sued to signify that an isolation has been made to a piece of equipment to prevent its use while a safety guard is not operational or access is required to the internals of a large piece of equipment such as air handling plant, etc.

While the qualified person nominated on the tag may be working on the isolated equipment it may also be possible that other persons require the isolation to be carried out on their behalf to allow them to access the equipment or area safely. In this case the qualified person and the supervisor of the working party shall have both their names on the tag, however only the qualified person shall remove the tag when safe to do so and in full consultation with the working party supervisor.

A separate Danger Tag shall be affixed to the point of isolation for each separate task being performed on the same item of equipment. For example if one individual and one working party are working on the same item of plant then two (2) tags would be affixed.

Removal of the Danger Tag
It is preferable a Danger Tag be removed by the tradesperson that affixed the tag on completion of repairs and only after satisfying themselves after a thorough visual check that the equipment is safe to return to service.

In the case of multiple Danger Tags being affixed to an apparatus then full consideration shall be given to the affect that the removal of an individual Danger Tag may have on the remaining working parties. If it is considered that removal of a Danger Tag may compromise the safety to personnel and/or equipment then the Tag shall not be removed until the remaining working parties have revised their isolation to remove any possibility of an unsafe condition developing.

General
Trade staff are also required to follow the appropriate isolation procedures relating to that particular piece of equipment underdoing work in accordance with the manufacturers specifications and accepted trade practices.

IF IN DOUBT TAG IT OUT
Better a minor inconvenience than a major accident
## Table of amendments

<table>
<thead>
<tr>
<th>Version number</th>
<th>Date</th>
<th>Short description of amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>V 1.0</td>
<td>20 Aug 2001</td>
<td>Original University Properties document</td>
</tr>
<tr>
<td>V1.1</td>
<td>2 Aug 2006</td>
<td>Amend in line with CSU format</td>
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