

Safe Work Instruction - Tag Out

DO NOT use plant* that has an OUT OF SERVICE tag attached unless you are an Authorised Competent Person conducting maintenance activities.

DO NOT use an OUT OF SERVICE tag in place of a **DANGER** tag.

This SWI may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT

The relevant PPE for the task being undertaken must be worn as per the SWI/SWMS or manufacturers requirements.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete the appropriate pre-operational plant checklist if applicable
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Look for any obvious signs of damage or defects

TAG OUT PROCEDURE

i If a piece of plant is not fit for service do the following:

- ✓ Obtain an OUT OF SERVICE tag
- ✓ Complete name, signature, work group and date fields on the front of the tag
- ✓ Give a description of the fault/damage in the remarks section on the back of the tag
- ✓ **ALL FIELDS ON THE TAG MUST BE COMPLETED**
- ✓ Attach the tag to a prominent part of the plant (e.g. control panel, plug end of electrical leads, carry handles)
- ✓ If it is practical to do so remove the piece of plant from the work area to prevent accidental use
- ✓ Inform your supervisor and co-workers that the item has been tagged out and why this has been done

REMOVING OUT OF SERVICE TAGS

i OUT OF SERVICE tags can only be removed by an authorised competent person after the item has been serviced/maintained/repared and is being returned to service.

DO NOT

- ✗ Do not use plant if an OUT OF SERVICE tag has been attached
- ✗ If you are unsure of the serviceability of plant seek the advice of a competent person

*Plant in this SWI refers to any machinery, equipment, appliance, container, implement and tool.

