

## Safe Work Instruction – OUT OF SERVICE Tag

**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 manufacturer's 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 all fields on the tag as a minimum name, and date fields. of the tag
- ✓ Give a description of the fault/damage in the remarks section on the back of the tag and contact number.
- ✓ 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/repaired 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.

