

OCCUPATIONAL AND ENVIRONMENTAL SAFETY & HEALTH OPERATIONAL PROCEDURE

Subject: Tagging of Unsafe Equipment

Effective Date: May 2009 (version 1) **Supercedes:** new

Review Date: 3 years or legislation or job changes

Original Signed by: Diane Gantzel, Director, WRHA Occupational and Environmental Safety & Health

1.0 GUIDING PRINCIPLES

- 1.1 In keeping with the Winnipeg Regional Health Authority (WRHA) commitment to providing a safe and healthy workplace as noted in the WRHA 'Workplace Safety and Health' policy (20.10.080), the following Operational Procedure has been developed to ensure that
- 1.1.1 when any equipment, tool, machine or personal aide is considered to have a safety defect, taking the defective item out of service and tagging it with an appropriate tag such as, "Do Not Start or Do Not Use Tag" prevents the defective item from being used and potentially injuring an employee or damaging the facility.
 - 1.1.2 If an investigation of a serious accident, incident, injury, or near miss that includes defective equipment is required, consideration must be given to ensuring that the equipment is not disturbed nor compromised until the investigation is complete.
 - 1.1.3 Equipment that is deemed unsafe shall not be used until repaired or replaced by a qualified person.
- 1.2 This operational procedure is also designed to ensure, that when followed, the minimum requirements of Manitoba Workplace Safety and Health legislation is complied with and where possible exceeded.
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2.0 DEFINITIONS

- 2.1 **The Act:** The Workplace Safety and Health Act W210 of Manitoba.
- 2.2 **Committee:** Means a workplace (occupational) safety and health committee established under section 40 of the Workplace Safety and Health Act.

- 2.3 **Employer:**
- 2.3.1 Every person who, by himself or his agent or representative employs or engages one or more workers,
- 2.3.2 and The Crown and every agency of the government.
- 2.4 **Supervisor:** Means a person who has charge of a workplace or authority over a worker.
- 2.5 **Worker:**
- 2.5.1 Any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward or not.
- 2.5.2 Any person engaged by another person to perform services, whether under a contract of employment or not
- 2.5.3 Any person undergoing training or serving an apprenticeship at an education institution or at any other place.
- 2.6 **Director:** means the person administratively responsible for the department or unit. Director includes heads of departments.
- 2.7 **OESH:** means the Occupational and Environmental Safety and Health Unit
- 2.8 **Qualified Person(s):** as defined by the facility/site/program

3.0 OPERATIONAL PROCEDURE

- 3.1 Each facility/site/program will ensure that a system is in place that includes the following:
- 3.1.1 When any equipment, tool, machine or personal aide that has caused an injury or near miss due to a defect, take the item out of service and tagging it with an appropriate tag such as, "Do Not Start or Do Not Use Tag".
- 3.1.2 When any equipment, tool, machine or personal aide is considered to create a potential hazard, ensure it is taken out of service and tagging it with an appropriate tag such as, "Do Not Start or Do Not Use Tag".
- 3.1.3 The tag may include the following information:
- the current date;
 - description of problem/defect;
 - equipment serial and/or stock number;
 - location, if applicable (e.g. stove in Room 103, wheelchair parked in sunroom);
 - Name.
- 3.1.4 To facilitate an investigation every effort shall be made to leave the tagged item in the exact position/location/condition it was at the time of the incident. The exception to this requirement would be to release an injured person or to avoid creating additional hazards.
- 3.1.5 The removal of the tag from the equipment, tool, or machine in question signifies that it has been inspected/repaired and is safe for use.

4.0 RESPONSIBILITIES

4.1 Employer

- 4.1.1 Act in accordance with the objects and purposes of the Act by ensuring, so far as is reasonably practicable, the safety, health and welfare at work of all his workers, and complying with the Act and regulations.
- 4.1.2 Ensure that all his workers, and particularly his supervisors, foremen, chargehands or similar persons, are acquainted with any safety or health hazards which may be encountered by the workers in the course of their service, and that workers are familiar with the use of all devices or equipment provided for their protection

4.2 Facility/Program Executive Team

- 4.2.1 Assign responsibilities to staff within the facility/program to ensure the implementation of this operational procedure.
- 4.2.2 Ensure resources (information, training, tool, equipment and time) are available to provide / maintain 4.2.1
- 4.2.3 Support the Operational Procedure throughout the facility/program.
- 4.2.4 Ensure the repair or replacement of defective equipment, machine, or tool or personal aide.
- 4.2.5 Ensure documentation is maintained.

4.3 Directors/Managers/Supervisors

- 4.3.1 Ensure compliance with all aspects of the regulations. *The department director is responsible for ensuring that their area of responsibility complies with all aspects of the regulations and this operational procedure.*
- 4.3.2 Manager shall designate a person responsible for tagging out equipment.
- 4.3.3 Contact qualified persons to initiate the repair process and indicate an urgent status because of a safety related occurrence.

4.4 Staff

- 4.4.1 Report to designated in charge person / manager when any equipment, tool, machine or personal aide is considered to create a potential hazard.
- 4.4.2 Shall not use tagged out or potentially defective items under any circumstances.

4.5 Department/Facility/Program Workplace Safety and Health Committees

- 4.5.1 Consult with the facility/site/program on the development and implementation of this operational procedure.
- 4.5.2 Review and monitor the effectiveness of this operational procedure.

4.6 Occupational and Environmental Safety & Health

- 4.6.1 Upon request, assist with the investigation of an incident, injury, or near miss necessary to facilitate corrective action(s).
- 4.6.2 Upon request, assist in the timely, objective, documented assessment of the item of concern to determine its ability to function safely.

5.0 TRAINING REQUIREMENTS

- 5.1 All staff must be advised of this operational procedure and their responsibilities contained therein.

REFERENCES:

Government of Manitoba. (2002). *The Workplace Safety and Health Act – W210*. Winnipeg: Queen's Printer. www.safemanitoba.com

Government of Manitoba. (2006). *The Workplace Safety and Health Regulation – 217/2006*. Winnipeg: Queen's Printer. www.safemanitoba.com

APPENDIX:

Example: Form AG-28 - Tag

Example: Tag Out of Unsafe Equipment Record Form

TAG NO. 2055 DATE: _____

DO NOT START OR USE

THIS TAG HAS BEEN ATTACHED BECAUSE:

TAG ATTACHED BY:

NAME _____

DEPT. _____

DO NOT USE OR OPERATE WHILE TAG IS ATTACHED

SEE OTHER SIDE

TAG NO. 2055 DATE: _____

LOCATION _____

SIGNATURE _____

AG-28: 93-03

DO NOT START OR USE

PERSONNEL SHOULD BE SURE
POWER HAS BEEN
DISCONNECTED AND LOCKED
AND TAGGED OUT OF SERVICE
BEFORE WORKING ON
EQUIPMENT.

DO NOT USE OR OPERATE WHILE TAG IS ATTACHED

SEE OTHER SIDE

PLEASE DETACH THIS STUB

FILL IT IN AND STAPLE IT TO THE
MAINTENANCE REQUISITION.

