


EBE SOP 004 Use of Out of Service Tags – Version 1

Procedure Title	Use of Out of Service Tags		
SOP Number	EBE SOP 004		
School/Business Unit	UNE - EBE	Location	Armidale Campus
SOP Development Date	14 Dec 2021	Prepared by	P Hosking
SOP Review Date	1 Jan 2023	Version #	1
Equipment Details: <i>(Provide details of the make, model, type and number of equipment. If multiple types add photos of all if appropriate – Remove this text)</i>			
Relevant Australian Standards / Codes of Practice / Legislation			
<ul style="list-style-type: none"> WHS Reg 2017 Clauses 205, 207 & 213 NSW SafeWork CODE OF PRACTICE MANAGING THE RISKS OF PLANT IN THE WORKPLACE AUGUST 2019 NSW SafeWork - ISOLATION OF PLANT - LOCK-OUT / TAG-OUT 			

Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS F059	WHS P004	1.0	18/01/2022	17/01/2025	1	27/01/2022

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Section 2 – Procedure

INTRODUCTION

Out of Service Tags are to be used to identify that a piece of equipment is not safe to use, not used as intended by the manufacturer or found to be defective. The placement of an Out of Service Tag does not remove the need to place a Work Request into Archibus maintenance system or contacting the appropriate person if the equipment is not maintained by EBE (Estate & Built Environment).

PLACEMENT OF OUT OF SERVICE TAG

The tags are held by EBE and ERS/S&T Senior Technicians and can be placed on any equipment if identified as not safe, not used as intended by the manufacturer or found to be defective. The following steps to safely isolate and tag the electrical apparatus shall be as follows;

1. Isolate the electrical apparatus at the adjacent power socket/ isolation switch by operating the switch mechanism to the "OFF" position.
2. Remove electrical plug from power socket. Where the electrical apparatus cannot be unplugged from the power socket, the "Out of Service" tag shall be placed directly onto the isolating point switch mechanism locking aperture.
3. Complete all fields as detailed below on the "Out of Service" tag and place adjacent to the appliance lead plug assembly or isolation switch locking aperture (where apparatus cannot be unplugged)
4. Remove any contents from the electrical apparatus. If unsure of the contents contact your immediate Supervisor
5. Clean any spills or contamination from within or on the electrical apparatus. If unsure of the spill material or contamination contents contact your immediate Supervisor.
6. Advise your Supervisor and have a work request raised in Archibus or engage the electrical apparatus service provider.

All fields on the tag must be filled out completely with all the following fields completed in legible handwriting:

- Defect
- Name
- Department
- Date & Time placed
- Equipment/Plant – number/name

IMMEDIATE SAFETY ISSUE

Where electrical apparatus cannot be safely isolated at the power outlet/isolation switch or placement of an "Out of Service" tag does not control the safety hazard, the following steps to maintain a safe work environment shall be as follows;

1. Setup a safe exclusion zone around the electrical apparatus. Electrical faults on electrical apparatus shall have a 3 metre exclusion zone, where exclusion zones are required for chemical spills refer to specific chemical spill plan.
2. Maintain Supervision of the immediate area, contact EBE and you immediate Supervisor.
3. Only vacate the area unless it is unsafe to remain or directed by your Supervisor/EBE.

Approval of SOP

Name	Jason Peak	Title	Engineering Services Manager
Date	18 th January 2022	Signature	

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Sign Off

The University shall provide information and training to workers to enable them to perform tasks safely. This section is signed by workers (and supervisors) to indicate their understanding of the Standard Operating Procedure and indicates their competence to complete the job in a safe manner as deemed by their supervisor. Workers should always consult with their supervisor where there is concern about the safety of a task that effects themselves or others.

Date	Worker Name	Worker Signature	Supervisor Name	Supervisor Signature

Records Storage Instructions

All completed SOPs are to be recorded in TRIM Container A17/2181 utilising a TRIM license in your School/Business Unit. Completed SOPs are to be published on Safety Hub for ongoing utilisation.

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WHS F059	WHS P004	1.0	18/01/2022	17/01/2025	3	27/01/2022