

Danger Tags Installation & Removal Procedures

1. Preamble

- 1.1 In accordance with the requirements of Division 3 Clause 20 of the New South Wales Occupational Health and Safety Act (2000):

“1.2 Duties of employees

- (1) An employee must, while at work, take reasonable care for the health and safety of people who are at the employee’s place of work and who may be affected by the employee’s acts or omissions at work*
- (2) An employee must, while at work co-operate with his or her employer or other person so far as is necessary to enable compliance with any requirement under this Act or the regulations that is imposed in the interests of health, safety and welfare on the employer or any other person.”*

- 1.3 In keeping with these legislative obligations, any person who becomes aware of situations that may compromise the health and safety of persons at work is to take appropriate action to prevent injuries and damage.
- 1.4 One such appropriate measure available to all persons is the use of the “*Danger Tag*”. The installation of a “*Danger Tag*” is designed to warn all persons that a particular item or facility is no longer in service and must not be activated or occupied.

2. Definitions

- 2.1 Area Supervisor:** For the purpose of this procedure, the following classification is to be applied when determining the area supervisor:

- (i) **Dedicated Areas within Buildings:** An area allocated to a particular permanent function that is under the direct control of the School/Department, e.g. chemistry laboratory located in Building Y is deemed to be under the direct control of the School of Science & Technology, hence the Technical Officer for that laboratory would be deemed to be the area supervisor.

- (ii) **Public Areas within Dedicated Buildings:** For areas outside the confines of the dedicated working area, but still within a building under School/Department control, such as public assembly areas, corridors, passage-ways, the School/Department Administration Officer would be deemed to be the person responsible for instigating corrective action, i.e. submission of works requests following advice from the persons identifying unsafe items or facilities.
- (iii) **Multi-Use Areas:** Where a facility is available for general use, i.e. general teaching, sporting fields, foyers and grounds for the purpose of reporting “tag out” situations, the on-duty Security and Services Supervisor shall be deemed to be the area supervisor.
- (iv) **Grounds & Services:** Supervision of pathways, roads and grounds are the responsibility of the Division of Resources and Development’s Building & Grounds Maintenance Officer who would be deemed to be the area supervisor.

2.2 Classifying Officers The following persons are deemed to be classifying officers:

- a. **Electrical:** Only persons who are classified in Category 1 or 2 in accordance with the “Electrical Safety Procedures” are permitted to classify electrical safety integrity of electrical appliances or reticulated electrical services.
- (ii) **Alarm/Warning Systems:** In accordance with Australian Standards, only authorised servicing agents, appointed by the Division of Resources & Development, are permitted to classify the operational integrity of emergency alarm or warning systems installed on UWS facilities.
- (iii) **Mechanical:** Where equipment requires repairs or modifications to mechanical aspects, only the manufacturer’s authorised repair agents are permitted to carry out such repairs and modifications.
- (iv) **Danger Tag” Installation:** All employees are authorised to install “Danger Tags”, which may be obtained through UWS Nepean’s internal stores procedures.

- (v) **Post “Danger Tag” Installation Action:** The person installing the “Danger Tag” is to notify the area supervisor immediately upon installation of the tag.
- (vi) **Area Supervisor Action:** Upon notification of the installation of a “Danger Tag”, the area supervisor is responsible for the removal/repair of the unsafe item/condition. Should there be a delay in effecting removal/repairs, the area supervisor is to ensure that the item/area is secured in such a manner that re-activation/occupation is prevented.
- (vii) **Disposal of Electrical Equipment:** Where electrical equipment is classified as non-repairable, it is the responsibility of the classifying officer to ensure that removal of electrical plugs/disconnection is in such a manner so as to prevent further operation.
- (viii) **“Danger Tag” Removal:** Once a “Danger Tag” is installed, only those persons authorized to effect repairs/removal (i.e. classifying officers) may remove the “Danger Tag”. Should an item be deemed non-repairable, the item is to be disposed of with the tag in place.