



# PLANT INFORMATION, OUT OF SERVICE, ISOLATION & PERSONAL DANGER TAGS



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The purpose of this sheet is to provide practical information on the Plant Information, Out Of Service and Personal Danger Tags so as to avoid any possible confusion and provide a minimum standard for personal safety and plant protection. This is of particular importance where different trades or multi-skilled workers collaborate on routine installation, maintenance and repair work.

- All information placed on the various tags must be **printed in ink**, not pencil.
- **All tags are single use only. When removed they must be torn in half and discarded appropriately.**
- **These are the minimum University requirements to be adhered at all times while working on any University controlled sites.**

## 1. INFORMATION TAG

<p><b>INFORMATION</b></p> <p><b>DO NOT REMOVE THIS TAG!</b></p> <p>NAME.....</p> <p>SIGNATURE.....</p> <p>COMPANY.....</p> <p>PHONE NUMBER.....</p> <p>DATE.....</p>	<p><b>INFORMATION</b></p> <p><b>DO NOT REMOVE THIS TAG!</b></p> <p>REASON: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>SEE OTHER SIDE</p>	<p>An Information Tag is blue and white in colour. It is used to provide instructional information only.</p> <p>It should clearly describe the equipment it is referring to and be attached in a conspicuous situation for its intended purpose.</p> <p>It can be placed by anybody who feels there is a need to supply information to other users of the equipment or asset.</p> <p>It can be removed by anyone who has confirmed the information is no longer relevant or the same information is supplied by a more permanent method - e.g. signage.</p> <p><b>Information Tags are NEVER to be used as an Out of Service or Danger Tag.</b></p>
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## 2. OUT OF SERVICE TAG

<p><b>CAUTION</b></p> <p><b>DO NOT REMOVE THIS TAG!</b></p> <p>IT IS A VIOLATION OF FLINDERS UNIVERSITY PLANT SAFETY POLICY</p> <p>UNTIL THE EQUIPMENT INVOLVED IS CLEARED SAFE FOR OPERATION</p> <p>NAME.....</p> <p>SIGNATURE.....</p> <p>COMPANY.....</p> <p>PHONE NUMBER.....</p> <p>DATE.....</p> <p>REASON.....</p>	<p><b>CAUTION</b></p> <p><b>OUT OF SERVICE</b></p> <p><b>DO NOT OPERATE OR ENERGISE</b></p> <p>SEE OTHER SIDE</p>	<p>An Out of Service Tag is highlighted in black and yellow on a white background.</p> <p>Anyone can place an Out of Service tag on equipment if they consider there is a risk of causing damage to materials, plant or personnel if operated.</p> <p>The tag should be fully completed, signed and dated and attached in a suitable location to prevent its operation by others e.g. a faulty electrical appliance would have a tag placed within 30 cm of its power plug.</p> <p>The person who has placed the tag should then <b>notify University Operations</b> by submitting a <b>Service One request</b> and providing relevant information in relation to the item Out Of Service</p> <ul style="list-style-type: none"> <li>• <b>No one must attempt to operate Out of Service tagged plant.</b></li> <li>• <b>An Out of Service tag only indicates the plant is unsafe to operate.</b> It does not indicate it is safe to work on. <b>It is not to be used in place of a Personal Danger Tag.</b></li> <li>• <b>Only a Competent Person is permitted to remove an Out of Service Tag</b> e.g. for an electrical appliance an electrician would be a competent person.</li> </ul>
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### 3. PERSONAL DANGER TAG (Lockout Tag)

**DANGER**

**DO  
NOT  
OPERATE**

SEE OTHER SIDE

**DANGER**

DO NOT REMOVE THIS TAG!

UNAUTHORISED REMOVAL

- IS A VIOLATION OF FLINDERS UNIVERSITY PLANT SAFETY POLICY
- MAY CAUSE HARM AND MAKE REMOVER LIABLE FOR DAMAGES AND/OR PROSECUTION

NAME.....

SIGNATURE.....

COMPANY.....

PHONE

NUMBER.....

DATE.....

ISOLATION SECURED

THIS TAG CAN ONLY BE REMOVED BY THE PERSON NAMED ABOVE

The Personal Danger tag is coloured red and black on a white background.

It indicates that the plant to which the tag is attached is being worked on by the individual whose name appears on the tag.

Both sides of the tag must be completely filled in signed, dated and attached with a personal safety lock to all switches/valves or other means of operating or supplying an energy source to the plant.

**Danger tags are used for the duration of the work to warn persons at the workplace that:**

the equipment is isolated or out of service

the energy source must not be switched back on or reconnected

reconnecting energy source may endanger the life of the worker(s) working on the equipment.

- Personal Danger Tags must be placed so that positive isolation is achieved. Emergency stop buttons and similar controls must not be used for isolation.
- The person whose name appears on the Personal Danger tag is the only person permitted to conduct work under its protection.
- You are not permitted to work under someone else's Personal Danger tag or lock.
- A separate Personal Danger Tag must be attached by each person working on the plant.
- You may only remove your own Personal Danger Tag.
- Placing or removing Personal Danger Tags cannot be done for someone else.
- Each worker must remove their own Personal Danger tags and locks at completion of a task or if they are required to leave the work site for any reason.
- If the task is not complete the worker is required to place a completed Out of Service tag in its place.