

DO NOT OPERATE TAG PROCEDURE

1. INTRODUCTION

Do Not Operate Tags are intended to eliminate the risk of injury to employees and contractors and reduce the potential for equipment damage

2. SCOPE

This procedure applies to all CSCS employees (including casuals and consultants), contractors (including sub-contractors), clients and visitors of CSCS within all the locations the company operates.

3. RESPONSIBILITIES

It is the responsibility of all managers and supervisory staff to enforce compliance with this procedure.

Compliance with this policy will be the responsibility of all CSCS employees.

4. COMMUNICATION AND TRAINING

All employees shall be notified of the requirements for compliance with this procedure, during the Induction process and through tool box talk refreshers.

Management shall ensure that all employees are instructed in the purpose and use of Do Not Operate Tags.

5. APPLICATION

If equipment is suspected to be a potential safety risk, employees are advised;

- NOT TO OPERATE EQUIPMENT;
- to notify a **supervisor immediately**, and
- to complete the incident notification form.

The supervisor will **act immediately**; conduct a risk assessment, **remove equipment from circulation** and coordinate inspection and repair where necessary.

No employee shall attempt to operate any equipment;

- has been danger tagged.



6. DO NOT OPERATE TAGS

Do Not Operate Tags must be used to identify equipment that has been isolated for repair to prevent injury or damage during a shift or job changeover or where maintenance has been temporarily halted.

DO NOT OPERATE TAGS can only be removed by the person repairing the equipment only when all repairs have been completed.