

Defective Equipment Standard

Last Update: 20 September 2019

Owner: Health, Wellbeing and Safety (Human Resources)

1. Scope

This Standard applies to all persons affected when coming into contact with electrically powered University equipment. **This Standard applies only where electrical equipment can be de-energised and isolated fully by unplugging from a power source.** In other situations the [Hazard Isolation Standard](#) must be used.

2. Policy

It is University policy that:

- Potentially hazardous defective equipment must be identified and removed from service.
- All areas must have a system in place to manage defective equipment.

3. Responsibilities

Staff that identify a defective electrical equipment must report this to the responsible manager of the area and if appropriate put in a [Work Request](#) through the Maintenance Request System.

Staff that identify a potentially hazardous defective item of equipment shall:



- If safe to do so, isolate the item from its power sources
- Attach a “Caution – Out of Service” or “Unsafe - Do Not Operate” tag to the item (if possible) where it has been isolated
- Unless the item is be repaired immediately, **the plug must be cut from the cord to stop accidental use**
- If practical store the item away so that it cannot be accidentally used
- Immediately notify their manager or supervisor

When notified of a potentially hazardous defective item equipment, the responsible manager or supervisor shall:

- Ensure that the item is fully isolated from all its power sources
- Ensure a “Caution – Out of Service” or “Unsafe - Do Not Operate” tag or equivalent is attached
- Unless the item is be repaired immediately, ensure **the plug is cut from the cord to stop accidental use**
- Ensure that the item is repaired or disposed of promptly

The responsible manager or supervisor must only remove a tag after assuring themselves that the equipment has been repaired and is now safe to operate.

The Dean, Head of School, Director or unit head must establish and maintain local procedures as needed to cover reporting defective equipment, ensure staff are aware of these procedures as part of induction and ensure that these procedures are adhered to within their area of responsibility.

4. Operational Arrangements

Where the defective equipment cannot be safely isolated, the area around the equipment must be barricaded or isolated and warning signs erected. Where an injury has or may have (near miss) occurred or where the defective equipment cannot be safely isolated an [online Accident/Hazard Report](#) should be completed.

Tagged items cannot be operated until the item has been made safe and the “Caution – Out of Service” or “Unsafe – Do Not Operate” tag removed.

Defective Equipment Standard

DOCUMENT HISTORY	
Name of procedure	<i>Defective Equipment Standard</i>
Overarching policy	<i>Health Wellbeing and Safety policy</i>
Original Date	<i>20 September 2019</i>
Review History	
Author	<i>Michael O'Donoghue</i>