

Danger Tags in Hospitals - Use of

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Functional Sub group Corporate Administration - Asset Management
Personnel/Workforce - Occupational Health & Safety

Summary Attachment of tags to identify equipment that is faulty or awaiting repair

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Applies to Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations - Non Declared, Public Hospitals

Distributed to Public Health System, Public Hospitals

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Status Active

Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

CIRCULAR

File No	C13797
Circular No	76/133
Issued	26 May 1976
Contact	Mr Seale

USE OF DANGER TAGS IN HOSPITALS

The following circular as previously issued as Circular number 76/53 dated 1 March 1976. It was not, however, issued in accordance with Circular List J. As a consequence, the circular is re-issued below.

In the past, a number of accidents and injuries have occurred in industry due to faulty equipment being used and whilst maintenance work is being carried out on it. No doubt this has occurred in hospitals also, or at least "near misses" can be brought to mind.

Various methods have been developed in hazardous industries to reduce or eliminate that risk and there may well be used to advantage in hospitals.

The best method of control is to include in the installation of dangerous equipment, (electric -, hydraulic -, or pneumatically, powered), such "fail-safe" switches and controls which are now available commercially. Unfortunately, much of the present machinery and plant does not have that high degree of protection for the staff or equipment.

A very easy, convenient, inexpensive, yet efficient system of protection is to be found in the use of "Danger Tags". These tags are preprinted cards which are designed to be tied, by means of a cord provided with each tag, onto any piece of equipment being repaired or which is faulty (or thought to be so) or is awaiting inspection and repairs. In affixing a tag to a piece of equipment it is necessary for the following details to be written into the space provided on the tag:

Distributed in accordance with circular list(s):

A	B	C	D	E		
F	G 133	H	I	J 80		
K	L	M	N	P	Q	

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In accordance with the provisions incorporated in the Accounts and Audit Determination, the Board of Directors, Chief Executive Officers and their equivalents, within a public health organisation, shall be held responsible for ensuring the observance of Departmental policy (including circulars and procedure manuals) as issued by the Minister and the Director-General of the Department of Health.

1. The name anti/or the number of the equipment.
2. The signature of the person attaching the tag.
3. The date and time of application of the tag.

Use of Danger Tags

These tags should be used by:

- Supervisors
- All maintenance staff.
- Any person who considers a danger or a fault may be present in a piece of equipment. This use (Item 6.3) should be reserved for cases of urgency only.

When a tag is used by a supervisor or any person other than maintenance staff, immediately and without fail, notification must be made to the proper department, explaining the nature of the fault, if known, and that a Danger Tag has been affixed. Any person (No.6.3 above) who applied a tag must notify his or her own supervisor of the action taker. The supervisor must then counter-sign the tag together with the date and time and confirm any request for attention made to another department or section.

Use by Maintenance Staff (Item 6.2)

When used by maintenance staff each and every tradesman, such as electrical, mechanical, plumbing, carpentry, etc, must correctly fill it in and tie it to the main isolating controls or to the piece of equipment which does not require controls such as ladders, trolleys, filing cabinets, etc.

Removal of Danger Tags

Tags, once tied on, must not be removed by any person except the one who signed. In the event it is not possible for that person to remove it because of injury, sickness or leave, that person's supervisor is the only one permitted to do so and then only after ensuring that the work is completed and the equipment is safe and ready to be used.

Availability of Danger Tags

While it is advisable hat these tags should be readily available for use, it must be emphasised that indiscriminate use must be guarded against.

- A small number of tags should be held by senior supervisors for emergency use only. Employees should be able to obtain a tag in such cases also. Every maintenance employee should carry a supply of them in his tool box.
- A supply should also be kept in the store for issue to responsible persons.
- Orders for these tags should be made on the Government Printer.

Cost: \$4.00 per 100 Ref. No. D.63

Every hospital, division and department of the Health Commission is requested to secure danger tags and implement their use in their area of responsibility.

HC EAGLETON
Secretary