

Tag Out of Unsafe or Unserviceable Equipment

The ACT Rural Fire Service Chief Officer has issued this standard operating procedure (SOP) under Section 38(1) of the *Emergency Act 2004* – A Chief Officer may determine standards and protocols.

Purpose

This SOP is to inform ACT Rural Fire Service (ACT RFS) brigade members of how to notify and tag equipment, vehicles or property that is found to be unsafe or unserviceable.

Scope

This SOP is applicable to all personnel from the ACT Rural Fire Service brigades, as defined in the *Emergencies Act 2004*.

Definitions

Unsafe	Something that may involve or cause danger or risk; or may cause harm, damage or injury to persons, assets or equipment.
Unserviceable	Something that does not operate as designed or intended due to damage, malfunction, wear and tear, or is faulty.

Responsibilities

Members	<p>Must notify the Brigade Duty Officer or Equipment Officer in the Brigade as soon as is practicable if any equipment or vehicle is found to be unsafe or unserviceable.</p> <p>Must tag the equipment if requested by the Equipment Officer.</p> <p>Must complete a RiskMan Report and notify the ACT RFS Duty Officer if any near miss or injury has occurred.</p>
Brigade Duty Officer / Equipment Officer	<p>Ensure all equipment, vehicles or property, reported as being unsafe or unserviceable, is tagged (if appropriate) to prevent use and an Equipment Fault Report completed and sent to ACT RFS Operations, or the ACT RFS Duty Officer (DO).</p> <p>Request a supply of tags from the Operations Officer.</p>
Operations Officer, Senior Operations Officer	<p>Arrange repair or replacement of equipment as appropriate.</p>

	Provide tags to brigades.
ACT RFS Duty Officer (RFS DO)	Follow up as required by the ACT RFS Work, Health, Safety Policy, if a WHS incident has occurred.

Operating procedure

If any equipment, vehicle or property is found to be unsafe or unserviceable proceed as follows.


1. If any near miss or injury has occurred, this must be reported in RiskMan and procedures followed as per the [ACT Public Service Policy: Managing Injury and Illness in the Workplace](#).
2. The equipment or vehicle must be removed immediately from service.
3. A tag must be attached to the equipment or vehicle with the date, the fault and brigade (see example Attachment A).
4. The tag should be removed only by the person repairing or replacing the equipment. Only ESA workshops should remove tags when mechanical faults are repaired.
5. Equipment should be assessed as being safe for use and removed immediately if found unsafe.
6. Should the workplace be found unsafe it must be immediately evacuated. The RFS Duty Officer must be informed immediately.
7. An ACT RFS Equipment Fault Report is to be completed and sent to ACT RFS Operations email being RFS.LogisticsandResource@act.gov.au or the ACT RFS DO (see example Attachment B).

Document information

Version history

Author	Version	Version Approval Date	Summary of Changes
Carmel Summers	1.0	01/04/2020	New SOP
Rod Anderson	2.0	28/06/2021	Administrative Review
Steve Quinlan	3.0	08/03/2023	Administrative Review

Approved by

Name	Title/Role	Signature	Date
Rohan Scott	CO ACTRFS		08/02/2024

Document Owner

Position	Section
RFS Director	Operations

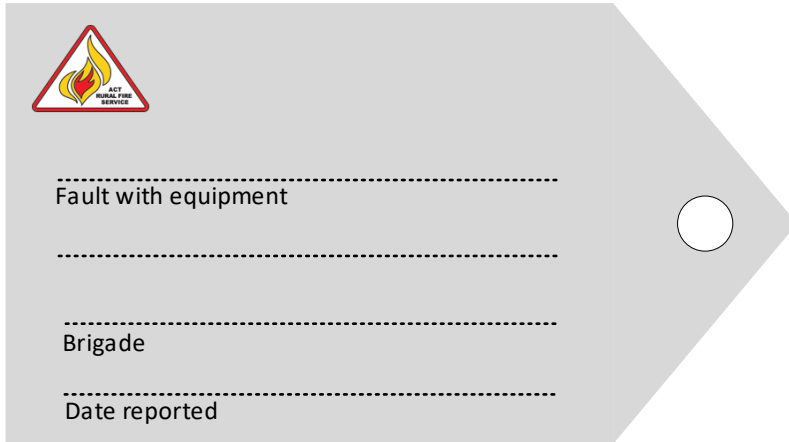
Next review due: 01/02/2027

Related documents


Document name
RiskMan Incident Reporting System
Work Health Safety Act 2011
Work Health Safety Regulation 2011
ACT Public Service Policy: Managing Injury and Illness in the Workplace

Signed documents will be scanned and filed in TRIM.

Attachment A - Unsafe or Unserviceable Tag



A grey tag with a triangular warning symbol in the top left corner. The symbol contains a flame and the text "ACT HANDLING FOR SERVICE". The tag has a circular hole on the right side. Below the symbol, there are three horizontal dashed lines for text entry. The first line is labeled "Fault with equipment", the second is labeled "Brigade", and the third is labeled "Date reported".



.....
Fault with equipment

.....

.....
Brigade

.....
Date reported

Name:
Brigade:
Reported to:
Date:
Equipment – Vehicle – Facility (Please circle and provide details below):
Fault:
Modifications / Repairs:
How did the fault or damage occur?
Tagged out? Yes / No (Circle one)
Other information: