POLICY: Reporting Unsafe Or Broken Equipment

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Reviewed by: PG  Approved by: PG  Released by: NS

Statement
A process is in place at each worksite to report unsafe or broken equipment. The process restricts use of such equipment.

Application

1. Maintenance tags for damaged or broken equipment will be made available for employees’ use in each department.

2. Employees are orientated to the process to tag damaged or broken equipment and, to also document the same information in the maintenance binder.

3. The maintenance tag will indicate the date and time that the concern was noted, and will include the employee’s initials.

4. Staff will be made aware to not use the damaged equipment and, to confer with the Team Leader, supervisor or nurse in charge for safe alternative remedies at the time.

5. Unsafe equipment will be removed from the work area or, clearly labeled that it is not to be used.

6. See also Policy RM 06 – Reporting Near Misses and Workplace Hazards.