



COLBY SAFETY TAG POLICY

This written program will be reviewed by the EHS Director when failures or discrepancies indicate that the policy is not adequate.

REVISION	DESCRIPTION OF CHANGE	REVISION EFFECTIVE DATE	REVISION COMPLETED BY: NAME / COMPANY	MANAGER APPROVAL / DATE
A	<ul style="list-style-type: none"> Initial program 	8/2018	Wade Behnke / EHS Director	

TABLE OF CONTENTS:

- 1.0 PURPOSE
- 2.0 SCOPE
- 3.0 DEFINITIONS
- 4.0 PROCEDURE
- 5.0 RESPONSIBILITIES

APPENDICES:

- Appendix A: Orange Tag
- Appendix B: Red Tag

1.0 PURPOSE

- 1.1 The Safety Tag Policy allows select Colby employees to correct housekeeping issues that have the potential to impact life and safety as well as remove unsafe equipment from service.

2.0 SCOPE

- 2.1 The safety tag policy applies to all Coby departments, equipment and employees.

3.0 DEFINITIONS

- 3.1 **Orange Tag:** Affixed to stored material storage and housekeeping issues. Orange tags shall be used by members of the Facilities Safety Committee, Facilities Supervisors, Security, Academic Environmental Safety specialist (AESS) and the EHS Director. A copy of the orange tag is located in Appendix A.
- 3.2 **Red Tag:** Affixed to damaged equipment or machinery to remove it from service until corrective actions can remove the hazard. Red tags shall be used by members of the Facilities Safety Committee, Facilities Supervisors, Security and the EHS Director. A copy of the red tag is located in Appendix B.

4.0 PROCEDURE

- 5.1 Orange tags will be used to tag equipment, furniture and other material that present a housekeeping hazard and block egress routes or life safety equipment (fire extinguishers, sprinkler heads).
- 5.1..1 Orange tags can be used/applied by members of the safety committee, Security, AESS, and Facilities supervisors.
 - 5.1..2 Tags must dated, initialed, and firmly affixed to the materials that must be moved.
 - 5.1..3 The authorized person who applied the tag must than return the lower portion of the tag to the EHS Director or their Supervisor.
 - 5.1..4 The responsible supervisor or the EHS Director will contact the materials owner to have the material removed and properly stored.
 - 5.1..5 The owner has 72 hours to correct the issue or the material will be discarded.
 - 5.1..6 If the material is not properly stored with 72 hours a work order will be submitted by the EHS Director to have the material disposed of.
- 5.2 Red tags will be used to take damaged or unsafe equipment out of service until it can be repaired.
- 5.2..1 Red tags can be used/applied by members of the safety committee, Security, AESS, and Facilities supervisors.
 - 5.2..2 Tags must completely filled out and firmly affixed to the piece of equipment.

- 5.2..3 The authorized person who applied the tag must then submit a work order to have the equipment repaired.
- 5.2..4 The Facilities employee that fixes/repairs the equipment is authorized to remove the red tag and can put the equipment back in service.
- 5.2..5 Red tagged equipment that cannot be feasibly repaired should be discarded.

5.0 RESPONSIBILITIES

- 5.1** Responsibilities for oversight and implementation of the safety tag policy are assigned below.
- 5.2** Environmental, Health, and Safety (EHS) Director
 - 5.2.1 Implement and oversee the safety tag policy to include periodic procedure reviews
 - 5.2.2 Manage response safety tags and ensure compliance with the policy.
 - 5.2.3 Provide guidance as needed on policy and concerns regarding housekeeping and damaged equipment.
- 5.3** Facilities safety committee, Facilities supervisors, Security, and AESS
 - 5.3.1 Apply tags in good faith and comply with the conditions of the policy

Appendix A: Orange Tag



Appendix B: Red Tag

