



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 287
VERSION: 1

SUBJECT: RED TAGGING OF MALFUNCTIONING EQUIPMENT

POLICY:

Properly identify hazardous or malfunctioning equipment to patients and employees.

PURPOSE:

It is uniformly agreed by all departments and Administration, that a red tag or a labeled red warning tag denotes a possible electrical hazard and the equipment will not be used until proper service can be performed by a Biomedical Technician or another facilities department.

PROCEDURE:

Red warning tags will be supplied to all department heads by the Biomedical Department. These tags will be used on malfunctioning equipment that pose a hazard to either patients or employees.

1. Each department head will be responsible for determining the immediate severity of the equipment problem and use their discretion on a red tag situation.
2. Once the malfunctioning equipment has been deemed unsafe and required a red warning tag, the equipment should be unplugged from its power source immediately.
3. After removing the equipment from its power source, the operator should then relocate the malfunctioning unit to a non-patient area.
4. Once the equipment has been removed, a red warning tag will be placed over the power switch or in a plainly visible area where it can be easily noticed.
5. After the above steps have been performed, a service request form must be filled out or a service call placed to facilities for repair.

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