

**VALLEYCARE**  
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS**  
**DEPARTMENT: FACILITIES**  
**POLICY & PROCEDURE**

**NUMBER: 578**  
**VERSION: 1**

**SUBJECT/TITLE: RED-TAGGING MALFUNCTIONING EQUIPMENT**

**PURPOSE:** Red warning tags will be supplied to all division heads by the Bio-Medical Shop. These tags will be used on malfunctioning equipment that poses a health hazard to either patients or employees. Each division head will be responsible for determining the immediate severity of the equipment problem and use their own discretion on a red tag situation. It is uniformly agreed by all divisions and administration that a red tag or labeled red warning tag denotes a possible electrical hazard and the equipment will not be used until proper service can be performed by a bio-medical technician or contractor.

- POLICY:**
- A. Once the malfunctioning equipment has been deemed unsafe and requires a red warning tag, the equipment should be unplugged from its power source immediately.
  - B. After removing the equipment from its power source, the operator should then relocate the malfunctioning unit in a non-patient area.
  - C. Once the equipment has been moved, a red warning tag will be placed over the power switch or in a plainly visible area where it can be easily noticed.
  - D. After the above steps have been performed, a service request form must be filled out and the proper service personnel contacted.

**PROCEDURE:**

**DEPARTMENTS: FACILITIES**

**DEFINITIONS:**

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
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