

# *Environmental Health and Safety Update*

## Accident Prevention Tags

### Overview

All tools, equipment, and machinery must be inspected regularly in accordance with manufacturer guidelines and all applicable regulations to protect users from physical hazards. The Occupational Safety and Health Administration (OSHA) mandates that employees be protected against accidental injury by hazardous or potentially hazardous equipment by using accident prevention tags to communicate hazards until they can be eliminated. Damaged tools and equipment must be immediately taken out of service and discarded, or affixed with an accident prevention tag to alert users of the hazards posed by the equipment. This Update has been established to provide guidance for employees who use and encounter accident prevention tags.

### Applicability

The Accident Prevention Tag Update applies to the users and supervisors of equipment in all Weill Cornell Medical College locations. Any fixed equipment, piece of machinery, or tool found to have any safety deficiencies must be immediately repaired, discarded, or tagged to prevent use. This tagging system is not applicable to the control of hazardous energy. Tags used for energy control must comply with the requirements of the Environmental Health and Safety Energy Control (Lockout/Tagout) Manual (7.4.2)

### Responsibilities

**Equipment Users** will ensure that an inspection has been completed prior to the use of any equipment. The user must alert the equipment supervisor of any safety issues or damage to the equipment. Equipment users must ensure they do not use any equipment that has been damaged or has any safety issues. Equipment with an accident prevention tags can not used. Equipment users may contact EHS or the equipment supervisor to re-inspect and remove any tags.

**Equipment Supervisors** will ensure that all equipment, machinery, and tools are inspected regularly. Any safety concerns raised by equipment users must be investigated immediately. The supervisor must ensure that all damaged equipment or equipment with a safety issue is immediately repaired, discarded, or tagged in accordance with this Update. The equipment supervisor must contact EHS to re-inspect and remove any accident prevention tags applied by EHS.

**Environmental Health and Safety (EHS)** will, during routine inspections, apply tags to any equipment found to be damaged or deemed unsafe for use. EHS will re-inspect equipment once repairs are confirmed by equipment supervisors and remove the tag if the equipment is safe for use.

### Accident Prevention Tag

Equipment found to be deficient during regular inspections must have an accident prevention tag affixed to prevent use. This tag must be attached until the equipment can be discarded or repaired. During routine inspections, EHS will affix tags to equipment that has been damaged or deemed

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## EHS Update – Accident Prevention Tags

unsafe. Tags that have been affixed to equipment may only be removed by the person who applied the tag once the equipment has been repaired or the hazard has been eliminated. Equipment with an accident prevention tag may not under any circumstances be utilized. The accident prevention tag will, at a minimum, contain the name of the person who applied the tag, the date, the words “Unsafe Do Not Use”, “Do Not Remove This Tag”, the hazard(s) associated with the equipment in its current state, and the corrective actions (if applicable).

### Components of the Accident Prevention Tag

At a minimum, all accident prevention tags used at WCMC will contain the following information:



Signature of person applying tag.

Date tag was applied.

- Reason(s) why the equipment was removed from service and any hazards associated with the equipment.
- Corrective Actions (if applicable)

### References

Occupational Safety and Health Administration - 29 CFR 1910.145 Specifications for Accident Prevention Signs and Tags