**POLICY:** SAFETY TAG

<table>
<thead>
<tr>
<th>PREPARED BY:</th>
<th>AUTHORIZED BY:</th>
<th>CLASSIFICATION:</th>
<th>EFFECTIVE:</th>
<th>SUPERSEDES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Management (FM)</td>
<td>Lynn Logan</td>
<td>Safety Policy</td>
<td>April 30, 2015</td>
<td>February 1, 2009</td>
</tr>
</tbody>
</table>

**NUMBER:** S-7

**OBJECTIVE:**

Tags are intended to identify safety hazards: electrical, mechanical, structural, equipment or others that have been identified, but not yet rectified.

**GENERAL CONDITIONS:**

Tags will be used to identify a specific item at an identified location and will not be used as a general directive or posting.

**PROCEDURES:**

Tags to be applied by FM – Joint Occupational Health & Safety Committee (FM-JOHSC) members, supervisors, project co-ordinators and project managers

When tag is removed, it will be returned to the person whose signature appears on it.

Stop work tagging will take place whenever supervisors cannot satisfy himself / herself, or a worker, that standard procedures will handle the situation.

Tags to be stocked at the FM Stores for issuance to FM-JOHSC members, supervisors, project co-ordinators and project managers.
Facilities Management

THE UNIVERSITY OF WESTERN ONTARIO

SAFETY TAG

☐ DO NOT PROCEED WITH ANY WORK UNTIL SAFETY PROCEDURES ARE DEFINED.

☐ PROCEED WITH WORK USING PROCEDURES DEFINED BELOW.

LOCATION: ____________________________

____________________________________

DATE: ________________________________

SIGNED: ______________________________

PRINT NAME: _________________________

Details of Hazard or Safety Procedures to be used.

____________________________________

____________________________________

____________________________________

NOTE:
- This tag to be removed or replaced after 30 days
- Return to initiator
- To be used for short term conditions only

*DO NOT REMOVE WITHOUT APPROVAL OF THE SIGNATORY*