

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Policy:

As part of the County's policy of providing a safe workplace for its employees, it is the policy of the County to prohibit the use of defective equipment that presents an immediate or potential hazard to employees by identifying such equipment with a "Defective Equipment" tag.

1. Only the County Safety Manager or designee is authorized to place "Defective Equipment" tags on equipment that presents an immediate or potential hazard to employees. Any employee who discovers or becomes aware of such equipment shall immediately notify the County Safety Division and provide information as to the type and location of the equipment.
2. The Safety Manager or designee shall affix the tag to the defective equipment. The smaller portion of the tag, after being filled out, shall be forwarded to the head of the department involved. The Safety Division shall also make a copy of the smaller portion of the tag for its records, noting to whom it was forwarded. The department head shall assume the obligation of having the equipment repaired or replaced. When the equipment has been repaired, the repair technician shall remove and destroy the tag, retaining the smaller portion of the tag as a record of the repairs made. A copy of the small portion of the tag along with a brief description of the repair should also be forwarded to the County Safety Division.
3. Any equipment which has been tagged as "Defective Equipment" shall not be continued in service unless it has been adequately repaired.
4. Any employee who removes the "Defective Equipment" tag prior to the equipment being repaired or replaced shall be subject to disciplinary action.

Reference:

Minute Order dated 02/26/68
Minute Order 3.4 of 12/18/07