

While operating a shift or using plant or equipment, you may discover that an item of equipment is faulty, damaged or unsafe for use, and if continued to be used or operated, could cause harm to someone. In this instance, it is necessary to warn others who intend to use or may use the equipment of its condition and to prevent any further use until it has been fixed.

The Out of Service sticker provides a visual warning to others on shift or in the workplace to NOT use an item of equipment that has been deemed faulty, damaged or unsafe. If used or operated, it could result in injury or illness to someone e.g. a damaged awning, if set up could fail and cause harm to team members, actual/suspected electrical fault with a washer/dryer or other equipment.

Steps to apply and remove an Out of Service sticker

Steps	What to do
1.	Make equipment safe by stopping or isolating the equipment (if safe to do so).
2.	If equipment cannot be made safe, arrange for all persons to keep clear of the equipment and contact Service Support or your Service Manager and/or initiate an emergency evacuation to a safe place.
3.	Using a permanent marker/pen, fill in all fields on the Out of Service sticker.
4.	After making the equipment unsafe, attach the Out of Service sticker to the controls of the equipment or a prominent position near the controls.
5.	Submit an Incident Report via Volaby and/or call Service Support or your Service Manager if the damage/fault requires emergency repair.
6.	An Out of Service sticker MUST only be removed by a Service Manager , Vehicle Manager (or delegate) once the item of equipment has been repaired and/or has been deemed safe to use.



Note: Every vehicle should maintain at least **five** (5) stickers at all times. If you have run out or are running low, ask your Service Leader or Vehicle Leader to order more by emailing:

- operations@organesky.org.au
- operations@organesky.org.nz

When is an Out of Service sticker not required?

Out of Service stickers are not required if the fault/damage does not pose a threat of harm, e.g. split in a washing basket or a missing hose connector does not warrant a sticker. If you are unsure, contact Service Support for advice.

For help, questions or enquiries, call Service Support on:

- **AU** - 0488 851 113
- **NZ** - 09 801 8371