

DANGER
Do Not Use
Defective



SWINBURNE
 UNIVERSITY OF
 TECHNOLOGY

Tag placed by: _____ Contact No.: _____

Date: _____ Time: _____

Defect Description: _____

Action Taken: (Refer overleaf for reporting options) _____

_____ Ref No.: (if applicable) _____

Note: Items that pose a severe risk are to be disabled, locked-out and reported.

This tag must not be removed until the item is in proper working order.

Item	Department	Contact / Action
Audio-visual equipment & related items	Information Technology Services	X 5000
Computer equipment & fax machines	Information Technology Services	X 5000
Furniture, building fixtures, lighting, fire extinguishers, appliances	Facilities & Services	Department nominee to lodge an electronic work request on WS Enterprise
Portable electric equipment (eg drills, meters)	Owning Department	Head of Management Unit
Fixed electrical equipment (eg. lathes)	Owning Department	Head of Management Unit
Locally purchased items	Owning Department	Head of Management Unit

Contact OHS Unit if necessary x 8157