LOCKOUT PROCEDURE

1 Purpose and Scope

The purpose of this procedure is to establish a standard routine to be applied for locking out switches or any other energy sources while installation, maintenance, repairs and construction are in progress on electrical driven motors, gearboxes, plugs, vehicles and any other type of equipment that may have a source of energy that might damage equipment or injure people if the source has not been rendered safe before work on the equipment commences.

2 Responsibility

The Construction Supervisor with the assistance of the Supervisor/ Foreman is responsible to implement and maintain this procedure once it has been approved by the client.

3 The Standard

a. Machines and motorized vehicles are isolated and re-started according to the lock-out procedure described below.
b. A testing procedure to test if equipment is at zero potential is used.
c. Locks, keys and other locking mechanisms are numbered and controlled.
d. Do not start and "Do not open" cards are used when maintenance is performed on motorized vehicles.
e. Personnel will be trained to understand the lock-out procedure.

4 Lock-out Procedures

a.

b. The spare keys will be in the possession of the Construction Supervisor and be kept in a safe place under lock and key, and will once again only be issued to a competent person upon signature stating the purpose of this request.

c. To lock-out the equipment and/or machinery the employee intends to work on, the employee will obtain the lock-out kit from the store upon which he will fit the mechanism to the switch and lock it out and attach the danger tag to the lock.
d. Before commencement of any work the equipment and/or machinery must be tested to ensure that it is in a zero mechanical/electrical state.
e. The employee shall keep the key to the lock at all times until completion of work.
f. Should work be carried out on a gearbox, shaft, etc, the power supply to the motor must be disconnected at the motor itself after the switch has been locked out. The artisan who will carry out the work on the gearbox, shaft, etc. will attach his lock to the lock-out mechanism as will and will only remove his lock once his work is completed.
g. After completion of work, make sure that all parts, guards, etc. have been replaced, securely tightened and all tools are removed. Before the lock-out kits are removed make sure that there is nobody in close proximity of the machinery on which the work was carried out.
h. Test machinery for effective functioning. Immediately return the lock-out kit to the store. The responsible person must sign to acknowledge that he has received the kit.

i. Should work be carried out on any equipment were energy or substances may be released, the equipment must be tested to ensure it is under no pressure (compressed air, hazardous chemicals, gasses, hydraulic fluid etc.).