




	Cleaning Procedures	 Quality Management System
Document No: WI:02	Lockout Procedure	
PPE:    		
Date of Issue: 17/09/12 Revision Date: 31/03/15	Version: 2	

Title:	Lockout Procedure
Scope:	This work instruction is applicable at all BioGiene sites
Frequency:	Prior to cleaning of machinery
Responsibility:	The team leader or supervisor is responsible for ensuring that the cleaning is carried out according to this work instruction. The shift supervisor or site supervisor is responsible for the final inspection for the completed cleaning.
Inputs: equipment	HASP, Lockouts, Danger Tags.
Inputs: detergents	Not applicable.
Inputs: Safety equipment	Food grade boots, chemical resistant rain suit, gloves, safety glasses.
Outputs:	Machinery is locked out prior to commencement of cleaning. Only the person that places the lock on is authorised to remove the lockout.

Introduction

Lockouts are used as a safety device to isolate the

Energy or power supply to equipment and machinery so it can








be worked on safely.



It also prevents unauthorised people switching on machinery that could injure operators who are cleaning. Equipment such as blades, augers conveyors, any rotating device, and lines are inoperable while a lockout is in place.

You have a duty of care to yourself and your co-workers.

Only the person that places the lockout on is authorised to remove that lockout, only when it is safe to do so.

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Definitions

Energy Sources

They can be electrical, hydraulic (fluid) or pneumatic (air). Pressurised lines, rotating components, suspended items and compressed equipment are also types of hazardous energies. The energy needs to be released from these before they are locked out.

Isolating

To cut the power or energy supply to the equipment or machinery by applying a safety device.

Lockout

A lockout is a safety device that is used to physically isolate the main energy source to make it inoperable. It consists of a hasp, danger tag and a padlock.



Danger Tags

Never rely on just the danger tag, for your safety it must be accompanied with the hasp and padlock. They will be used by the cleaners and also maintenance personnel while they are working on the machinery. Again, never operate any switch, control or valve which is tagged.



Hasp

The hasp is what is placed through the hole provided on the control switch and has 6 holes available for padlocks. They open and close in a scissor like motion. So if more than one person is working on a piece of machinery each person is able to lockout for themselves.










Critical Devices

Control switches or valves.

Machinery Guards

The guards can only be removed once the machinery has been locked out and placed back on before the lock out is removed. The guards act as a protection device, guarding you from the moving parts of the machinery.

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Procedure

1. You must lockout before you start cleaning and removing any guards.
2. Switch the control switch to off.
3. Pass the hasp with the lockout tag already attached through the hole provided.
4. Close the hasp and insert the padlock through one of the six holes on the hasp.
5. The padlock **MUST** be locked and key **REMOVED**.
6. Before removing the lockouts, make sure all the equipment and area is safe – all guards must be replaced.
7. Unlock the padlock and remove the hasp. The machine is now able to be operated safely.

Key Points

- Danger tags must be supported by a lockout device.
- Bleed / release hydraulic, pneumatic and pressure lines.
- When more than one person is required to work on locked out machinery or equipment, ensure each person applies their own lockout to the control switch.
- If you think the tag is no longer in effect, check with the person in the section. If the person cannot be found, find your supervisor and advise them.
- If you leave, the premises with your lockouts still on, you will be asked to come back at your own expense and remove them.
- Ensure all guards are replaced before removing the lockouts.
- The person that applied the lockout must remove it.