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| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **PLANT AND MACHINERY** | Doc: SH-022 |
| Issue: 2 |
| Date: 17.07.14 |
| Page 40 of 45 |

**Mobile Plant and Vehicles**

In addition to the procedure for Vehicle Movement in the Safety for Everyone section, staff who are authorised to operate mobile plant and vehicles will be given specific safety training.

**Fixed Plant and Machinery**

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

Staff who are authorised to operate plant and machinery will be given specific safety training.

**Lockout Tags**

* A “**DANGER” tag** or a “**LOCKED OUT” tag** tied to a machine is a warning to all personnel that the machine must **not** be operated or activated, under any circumstances **whatever**.
* **Only** authorised persons can use lockout tags.
* **Only** the person who signed the tag may remove the tag.
* A machine/equipment may be tagged “Locked Out” BY ANY PERSON who considers it to be unsafe or unfit for continued use.
* Before placing a “Locked Out” tag in position, fill out the required details on the tag (e.g., name of the person applying the tag).
* The tag must be placed where it will be clearly seen by anyone attempting to use the machine/equipment.
* Notify the supervisor immediately of any action taken.

**Unattended Hazards, Plant, Machinery & Materials**

Do not leave your work area in an unsafe condition, where any workers or visitors could enter and place themselves at risk. Cover sharp objects and equipment and barricade open areas to prevent access, slips, trips and falls.

It is your responsibility to ensure that your work area is left in a safe condition at all times.