

EQUIPMENT LOCK OUT POLICY

POLICY:

- A process to protect workers who undertake the maintenance, repair, test or adjustment of a machine.

PURPOSE:

- To provide a written lock out process to each worker to ensure theirs and others safety when repairing, testing, adjusting or maintaining a machine.

COUNCIL TO:

- Provide a written lockout process to each worker who is required to work on a machine either repairing, testing, adjusting maintaining a machine.
- Ensure the purchase of the lockout tags for the workers to use to ensure safety while performing maintenance, repair, testing or adjusting of a machine.
- Ensure the workers understand that if the lockout tags are not being used the keys must be removed from the machine to ensure that it cannot be used while under lockout.

FOREMAN TO:

- Ensure all workers are adequately informed of the process for lockout.

WORKER TO:

- Ensure the safety of themselves and others by following the written lockout process.