

Machine Isolation Procedure

Isolation procedures have been developed by the company to minimise the likelihood of machines being activated when they are faulty or in the process of being serviced.

Set out below is the general procedure for isolating machines.

General procedure

When a machine is isolated, an authorised person shuts down the power supply and attaches a *lock-out tag* to the switch. They also place a lock through the switch to mechanically lock it out. The tag and lock remain in position until the machine is safe to use again. Once it has been tested to ensure that all functions are back to normal, the same person removes their tag and informs the Supervisor that the machine is back in service.

In some cases, several people may be working on a machine or system at the same time, in which case each individual will place a lock-out tag on the machine. Each person is responsible for removing their own personal lock-out tag. At no time is anyone allowed to remove another person's tag unless there is an emergency situation and that person is away from the site. In this instance, the Site Manager or another authorised officer must establish that the person cannot be contacted, and then seek the opinion from a qualified person as to whether the lock-out can be removed.

Employees' responsibilities

Employees are responsible for ensuring that:

- electrical faults or hazards are reported to your Supervisor immediately, and the machinery is isolated and tagged out
- correct site isolation procedure is followed at all times
- electrical equipment and leads are checked for obvious faults before being used; including exposed wires and broken insulation
- extension leads are kept off the workshop floor and away from water.