

# **Safe Maintenance**

**Saves Time >> Saves Money >> Saves Lives**

**Dangers**  
lurk in every workplace

## **Isolation by Lock-Out**

Many workers have died as a result of being crushed or trapped in industrial equipment. If effective lock-out and tag practices had been in place and followed, these deaths could have been prevented.

**Workplaces should have a written lock-out procedure for each machine, outlining:**

- **Who locks out?**
- **The training needed to perform the task safely;**
- **When a lock-out is needed; and**
- **The steps for locking out.**

The purpose of a lock-out is to prevent injuries caused by a machine starting up or moving unexpectedly. These procedures must be followed every time a machine is going to be cleaned, maintained, adjusted or repaired.

Whether you are clearing a jam, replacing bearings or making a repair, safe and effective lock-out practices will protect your life. Always follow the exact lock-out procedure for the machine you work on and do not take chances!

**There are no short cuts in safety!**

### **Note!**

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Many terms are used within industry to describe this procedure; including Lock-Out; Lock-Off; Lock-Off Tag-Out; Lock Off Tag Out Try Out

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**Want to Know More?** Additional information is available from the HSENI website [www.hseni.gov.uk](http://www.hseni.gov.uk) or via the helpline number **0800 0320 121**

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## **Isolation by Lock-Out Procedures**

You should follow these basic steps in the order they appear - performing only the steps that apply to the machine you are locking out.

<b>Step 1</b>	Turn off the machine at the operator's control panel.
<b>Step 2</b>	Lock the panel and put the key in a safe place.
<b>Step 3</b>	Shut off the power at the main power isolator.
<b>Step 4</b>	Put your padlock on the main power isolator and keep the key to make sure no-one can remove your lock and turn the power back on. There should only be one key in use for each lock.
<b>Step 5</b>	Place a tag on your lock that identifies you (by your name, picture or number), as well as the date and time you locked it out.
<b>Step 6</b>	<p>Release stored energy from the system. Depending on the type of machine, there may still be several kinds of energy left after the power is turned off. The written lock-out procedure should have a complete list of all these secondary energy sources.</p> <p>Secondary energy sources may be hydraulic (fluid under pressure), pneumatic (air under pressure), kinetic (force of moving parts) or potential (force contained in weights that have been raised).</p> <p><b>The Machine should now have no energy left in it</b></p>
<b>Step 7</b>	<p>Try to start the machine to make sure that the power is off. (Do not forget to push the stop button again.)</p> <p><b>Bottom Line: Lock-Tag-Try</b></p>
	<b>After the Work is Done</b>
<b>Step 8</b>	Secure the work area by replacing guards and shields, removing blocks, picking up tools and inspecting the work area.
<b>Step 9</b>	Take your lock and tag off the main power isolator.
<b>Step 10</b>	If there are no other locks on the main power isolator, warn others before you turn on the power.
<b>Step 11</b>	Unlock the operator's control panel.
<b>Step 12</b>	Warn others before starting the machine.
<b>Step 13</b>	Start the machine and continue with your work.

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