

Safe Work Procedure

Equipment Lock Out

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Electrocution Fall injury Pinch points	Steel toed boots Eye protection Hand protection	

Safe Work Procedure:
<ol style="list-style-type: none"> 1 Inspect the piece of mobile equipment needing repair to ascertain what repair is needed 2 Turn the machine ignition off and remove key, or if machine has push start button remove the battery ground cable 3 Close and lock console if it has a cover and place the key in your pocket 4 Place a lock out tag on the door handle or ignition 5 If more than one person is working on the equipment, both people must place a lock out on the machine 6 If it a mobile piece of equipment, use the chocks to ensure non movement by others 7 Repair the machine 8 After repair unlock the cover and replace the key 9 If you require the machine running to test the repair, stand clear of any hazard locations. Do not approach any moving part while machine is running

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations: 6 Personal Protective Equipment 14 Fall Protection 16.14 Machines, Tools and Robots 22 Powered Mobile Equipment	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years Reviewed By Worker Rep/WSH Committee: Date:
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