

S17 – Isolation & Lock off Site Procedure Template H&SIL02

Before work begins on any part of plant or machinery it must be **ISOLATED AND LOCKED OFF**.

You should:

- **ENSURE** that all stored energy is safely released prior to working on equipment (moving parts or equipment is chocked or safely secured).
- **ALWAYS** use an isolator for protection. Do not rely on stop buttons or trip wire switches which are control circuits and they do not isolate the main power supply. Remember that equipment may start immediately a local isolator is closed.
- **NEVER** isolate a drive if it is running: use a stop button first.
- **ALWAYS** check that the lock off is effective by attempting to start all equipment which has been locked off before starting any work on it.
- **ALWAYS** use a multi-padlock calliper to lock off where there is any possibility that more than one person may work on the equipment. You must add your own personal lock to the calliper and ensure it is locked in the **OFF** position.
- **KEEP** the key in your possession until you have completed working on the equipment.
- **ALWAYS** isolate every relevant drive with a separate padlock, as some situations require more than one drive to be isolated, e.g. working in chutes requires the feed and discharge conveyors to be isolated.
- **REMOVE** your lock as soon as you have completed the work.
- **REMEMBER** that you are responsible for ensuring that the equipment is safe to run if your padlock is the last to be removed from the isolator.
- **CHECK**, before removing your lock, that:
 - Moving parts are free and clear to run
 - Guards have been properly fixed
 - Stop buttons and trip wires are reset
 - All persons are clear of the danger area
- **ADVISE** the plant operator before a machine is isolated and after the lock has been removed.
- **NEVER** give your padlock to someone else to lock off for you.
- **REPORT** direct to your manager if someone has forgotten to remove his padlock at the end of maintenance work. **It is an offence** to attempt to remove or tamper with an isolator padlock without the direct authority of the manager.
- **CHECK** that you know where the callipers are stored.

The above procedure must be read in conjunction with the list of site-specific isolation points.

