

S17 – Toolbox Talk

Isolation & Lock off

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 (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 finished or completed work on the equipment
- ALWAYS isolate every relevant drive with a separate padlock, as some situations require more than one drive to be isolated, eg 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 directly 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.



Training register

Date

Name of attendee

Signature

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