

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Lock-Out (Unsafe Equipment)	Code: HS115
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PURPOSE: To establish procedures to ensure that machinery or equipment is inoperative when it is shut down for maintenance or repairs, and the worker's potential for injury is eliminated from inadvertent use or start up.

The requirements of this procedure apply to all employees, contractors/subcontractors, and visitors.

PROCEDURE:

1. An employee who determines that a piece of equipment is no longer in good, safe working condition or needs repair will:
 - 1.1 Safely disconnect the equipment from the power source. If unable to safely do so, immediately call for assistance.
 - 1.2 Discharge all remaining power stored in the unit by pressing the power button 3 times.
 - 1.3 Clearly mark the equipment with a sign indicating that it is in need of repair and is not to be used,
 - 1.4 And, if possible, remove it from the area.
 - 1.5 Complete an incident report.
 - 1.6 Notify the manager or On-Call.
2. No employee shall remove the sign from the equipment.
3. The employee and the Manager will discuss the appropriate steps required to repair or replace the equipment. The steps will be recorded on the incident report and acted upon by the appropriate personnel.
4. Once the equipment is repaired or replaced, the Manager will authorize and document the removal of the sign.