OCCUPATIONAL SAFETY · MAINTENANCE AND REPAIR

VITS

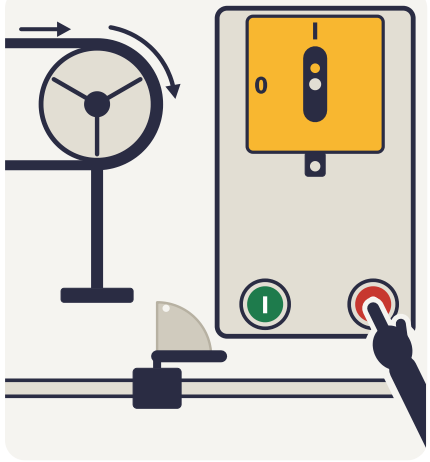
Equipment lockout

A machine can start unexpectedly during maintenance, repair or cleaning. **A worker opened a lathe's guard door, but the cutters kept spinning – they lost part of a fingertip.**

Possible consequences

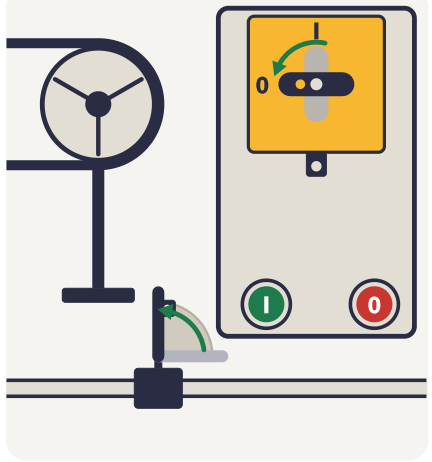
- Finger and hand injury
- Amputation
- Fracture
- Electric shock
- Time off work

1 STOP



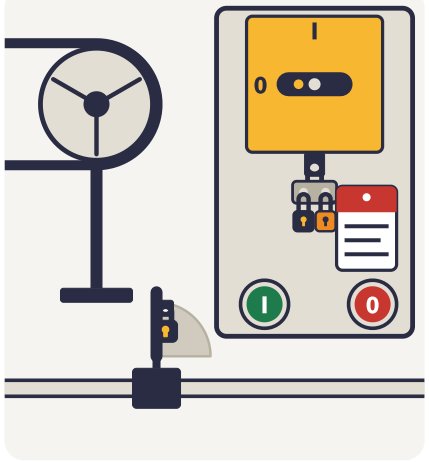
Stop the machine and wait until nothing moves.

2 SWITCH OFF



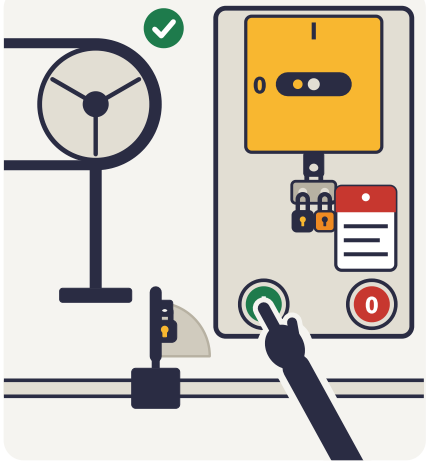
Isolate all energy sources.

3 LOCK AND TAG



Lock main switch and valve; add a warning tag.

4 CHECK



With the danger zone clear, press start: the machine must not run.

Powered work equipment must have easily recognisable and accessible devices to isolate every type of energy supply and to dissipate residual energy stored in it.

DO

- Lock out before maintenance or repair.
- Lock out even for short jobs.
- Close and lock air and hydraulic valves too.
- Release energy: pressure, springs, raised parts.
- Use your own lock – only you have the key.
- With several workers, fit your own lock too.
- Pull out the plug and keep it in sight.
- Remove the lock only when everyone is clear.

DON'T

- **Don't remove someone else's lock**
  They may still be working on it.
- **Don't rely on the stop button alone**
  A fault or someone else's action could start it.
- **Don't rely on the guard door interlock alone**
  If it has been tampered with, the door won't stop the machine.
- **Don't give your key to anyone**
  Then someone could start it without you knowing.
- **Don't reach in while anything is still moving**
  Parts still spinning down can injure you.
- **Don't leave a valve unlocked**
  An accidental touch can open the valve and start the machine.
- **Don't service equipment you are not trained on**
  You may not know all its energy sources.

REMEMBER

Stop. Lock. Check.

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