

ISOLATION PROCEDURE

This isolation procedure is used to prevent a machine being operated while under repair or maintenance.

When carrying out repairs and maintenance to plant the following procedure must be followed:

ISOLATING MACHINE

1. Switch off engine
2. Remove the ignition key
3. Machinery Key to be held by the person applying the maintenance
4. Ensure no one is working in or around the machinery
5. Turn off the Isolation switch
6. Apply a personal danger lock to the isolation switch, locking out the isolation switch for a positive isolation. (where a padlock isolation point is fitted to the machine)
7. The Personal danger lock key is to be held by the person applying the isolation
8. Place a lockout tag on the ignition system
9. Attempt to start the machine to confirm a positive isolation

REMOVING ISOLATION

1. Ensure all personnel are clear of machine.
 2. Only the person who activated the isolation may remove it.
 3. Remove the Personal Danger Tag
 4. Remove the Personal Danger Lock
 5. Recheck that all personnel are clear of machine
 6. Turn on isolation switch
 7. Carry out prestart checks
 8. Start Engine
- If you find that a machine is locked out and the lockout person is not present, then contact a supervisor. Only a Supervisor can authorise a lock removal in the event that the person that placed the lock is not present.

IN ANY EVENT

IF YOU ARE UNSURE, ASK YOUR SUPERVISOR