

# EQUIPMENT LOCK-OUT PROCEDURE

**Before commencing cleaning procedures or repairs on power-actuated machinery ensure the machine is locked out.**

1. Use the start /stop switch on machine controls to turn it off. Ensure the machine is no longer energized.
2. Disconnect the power supply:
  - Where the machine uses a plug, disconnect the plug and place the male end on the machine in a location readily visible to the person or persons performing the work.
  - Where the machine's power is supplied from an electrical panel and circuit breaker, determine the correct breaker and switch it to the OFF position and apply a lockout clip on breaker and your own safety lock.
  - Where the machine is supplied power from a disconnect switch, determine the correct disconnect switch and switch it off. Apply lockout clip on breaker.
  - Where a machine is supplied power from more than one source, determine the correct breaker or disconnect for each power supply. Using your safety lockout clip and lock, lock out each power supply.  
Note: Where more than one power source, equipment specific lockout procedure must be used.
3. Immediately test the machine to ensure power has been disconnected.
4. If the machine or equipment has been previously locked out, apply your own lock to the lockout clip.
5. Always use an approved safety lockout clip in conjunction with your own labeled lock to lock out electrical switch gear and power supplies.
6. Proceed with the necessary work.
7. Each worker must remove his/her own lock when his/her maintenance procedure is complete.
8. Workers are forbidden to remove locks other than their own.

**ON COMPLETION OF WORK, THE MACHINE MUST BE JOGGED BY INTERMITTENT APPLICATION OF POWER BEFORE CONTINUOUS POWER IS APPLIED.**