

# Lockout

It is important for farmers to establish and implement written lockout procedures for equipment, machinery and tools used on the farm. Following a lockout procedure will ensure that equipment, machinery or tools are not accidentally started, causing a hazard, while someone is servicing or repairing the equipment.

Employers are responsible for ensuring there is a method of locking-out all equipment, machinery or tools on the farm that would be considered hazardous if started while someone were performing work them. (e.g. tractors, grain augers).

There must be a **written work procedure** for both the lockout and restarting of equipment after work is complete.

To lockout equipment means to render the equipment, machine or tool inoperable by:

- Disconnecting the energy source from that equipment or machine.
- Ensuring no energy is in the system.
- Securing the energy source by a device inhibiting it from being started.

A lockout tag should be installed at a lockout location on any piece of equipment or machine being locked out. This should clearly read “Locked-out” and identify the person performing the lockout.

## Lockout Procedure

When work (e.g. maintenance or repairs) is performed on any equipment, machinery or tool an employer must ensure a written lockout procedure is followed.

Not all equipment, machinery or tools on the farm are able to be locked-out as stated in the regulations (i.e. a lock-out device cannot be used).

When that is the case, employers must develop an alternative written procedure meeting the following requirements:

- Identify personnel responsibilities, training and equipment requirements.
- Specify the details for performing the work safely.

A written lockout procedure must include the method of:

- Ensuring the equipment is put in and maintained in a zero energy state, locked-out and tagged. A competent person must ensure this is done and test equipment to ensure it is in a zero energy state (i.e. try to start equipment or machine).
- Notifying people when work is complete.
- Ensuring all people near the equipment or machine being worked on are clear of the machine before restarting.
- Energizing the equipment or machine.

Only the person that locked-out the equipment can remove the lockout device. If all reasonable attempts have been made to contact that person and they are not available, a designated competent person can remove the lockout device.

### DISCLAIMER:

*This fact sheet is a general overview for information purposes only. Farmers must reference legislation to ensure compliance.*