# SWM-09. Lock-out/ Tagout

**ACWA: Safe Work Method – Lock-out/ Tagout**

**Note:** This Safe Work Method only provides guidance information and may not necessarily cover all possible hazards and should be used with other references

**Date: August/2023.**

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| Risk Assessment | |
| **Hazard** | **Risk** |
| Moving components of equipment | * Injury from contact with moving parts |
| Electrical | * Electrocution |
| Pressurised fluid or gas | * Injury from contact with pressurised fluid or gas |
| Slips and trips | * Injury from fall |

## Pre-Check & Preparation

* Identify all parts of any systems that need to be shut down or isolated for servicing maintenance or access,
* Locate the switches, valves or other devices that need to be locked out,
* Ensure ALL staff who will be affected by the lock-out/tagout are aware that the lock-out/tagout is taking place, why and what is required of them,
* Inspect the system to ensure all parts have stopped moving,
* Release the tension on springs or block the movement of spring-driven parts,
* Block or brace parts that could fall because of gravity,
* Block parts in hydraulic and pneumatic systems that could move from loss of pressure,
* Block moveable parts.

## Implementation

* Isolate all energy sources (main and secondary) to equipment,
* Disconnect electricity and turn the power off at the switchboard,
* Disconnect hydraulic, pressurised water and pneumatic hoses and turn off hydraulic, pressurised water and pneumatic valves,
* Place appropriate lock-out / tag-out devices on all power sources, controls, and valves to prevent switching on,
* Remove keys or other removable controls and place them in the possession of the works supervisor or the person completing the work,
* Allow all stored energy, e.g., electrical, hydraulic, pneumatic, pressurised water, etc, to be released or allowed to dissipate prior to commencing work,
* Drain or bleed hydraulic, water and pneumatic lines,
* Lower suspended parts to rest position,
* Verify all equipment is isolated,
* Press all start buttons and other activating controls on the equipment itself to ensure the power doesn't go on,
* Shut off all machine controls when the testing is finished,
* Avoid doing anything that could re-activate the equipment.

## Restart

* Notify everyone who works in the area that lock-out/tagout is being removed,
* Ensure workers are a safe distance away while restoring energy,
* Reinstall machine guards,
* Remove any machine blocks or bracing that was placed to prevent movement,
* Re-tension springs if tension was previously released,
* Remove tools from the work area,
* Reconnect all power sources,
* Remove all lock-out / tag-out devices,
* Turn on all power sources and test machine operation.

## Golden Rules

* Never operate a machine that has been tagged.
* Never rely solely on engineering safety features
* Never remove a lock without authorisation