

Safe System of Work

OPERATING AND SAFETY INSTRUCTIONS

FOR LOCKING OFF MACHINERY (TIMBER PRODUCTS)

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Lock off to be instigated by Manager, Supervisor or any TRAINED personal.	
2	Machine needs to be locked off if you are undertaking any maintenance requiring safety guards being removed or any electrical tasks being done.	
3	Turn isolator switch to off position and pull out or push in tag at end of switch lever. Put padlock through the tag and close the padlock	
4	Remove the key and keep the key on your person at all times. DO NOT GIVE THE KEY TO ANOTHER PERSON as they could potentially turn on a machine you are working on. If the task is a long-term breakdown or major maintenance operation for more than 1 hour put the key in the lock out box. If minor maintenance task is not finished by the end of shift where you need to keep your key on you, or you need to leave work suddenly put the key in lock out box in the Timber products office. Only the Timber products manager will have access to the lock out box	
5	Fill out the lock off padlock logbook situated on the Timber Products office	
6	When you are ready to release the isolator and return the padlock and key, you must sign the book with a date, time and signature.	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: