

Lock Out/ Tag Out

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Pinch points	Steel toed boots	
Electrical currents	Safety glasses	
	gloves	

Safe Work Procedure:

- 1) Place vehicle, machine, equipment or tool for repair away from regular stock or fleet
- 2) Put the keys in a secure designated area
- 3) Fill out tag information and place on the steering wheel or obvious area on the machine, equipment or tool
- 4) Fill out repair work
- 5) Communicate with Maintenance team the repair needed and give them repair work order
- 6) Communicate to the work group that particular vehicle, machine, equipment or tool is no longer in service until further notice.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<p>Guidance Documents/Standards:</p> <p>MB Workplace Safety & Health Act & Regulations:</p> <p>6 Personal Protective Equipment 16.14 Machines, Tools and Robots</p>	<p>This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years</p> <p>Reviewed By WSH Committee:</p> <p>Date:</p>
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