ShopCare
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MACHINERY SAFETY WEBINAR SERIES

Module 8: Common Safe Systems of Work and Lock-Out-Tag-Out

Welcome and background

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Module Overview

Building your knowledge and understanding in managing the risk of machinery across 9 key areas including;
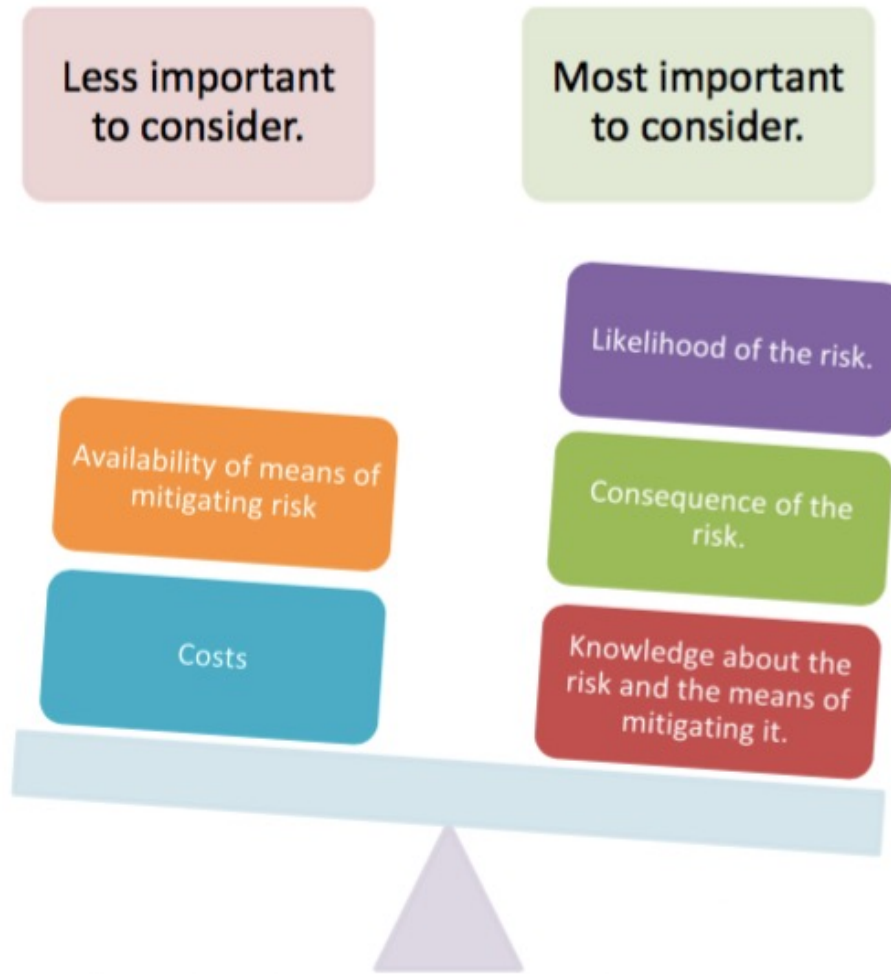
1. Trends and duty holder responsibilities

2. AS/NZS4024 standards in managing machinery risk

3. How machine risk is reduced

4. Understanding physical risks of machinery

5. Understanding common health risks of machinery

6. Common types of machinery risk controls

7. Undertaking a meaningful risk assessment with workers

8. Common safe systems of work and lock out-tag out

Module 8

In this module we will explore:

1. Documenting Risk to establish the notion of Reasonably Practicable

2. What is a Safe System of Work

3. Lock-Out, Tag-Out and Isolation Procedures

4. What makes LOTO vulnerable

5. Physical Isolation, Hold Cards and Lock-Out Devices

DOCUMENTING RISK – AUDITABLE EVIDENCE OF REASONABLY PRACTICABLE

Documenting Risk – Auditable Evidence of Reasonably Practicable

SA/SNZ HB 205:2017

STANDARDS® NEW ZEALAND
PAEREWA AOTEAROA

Handbook

Managing health-and-safety-related risk
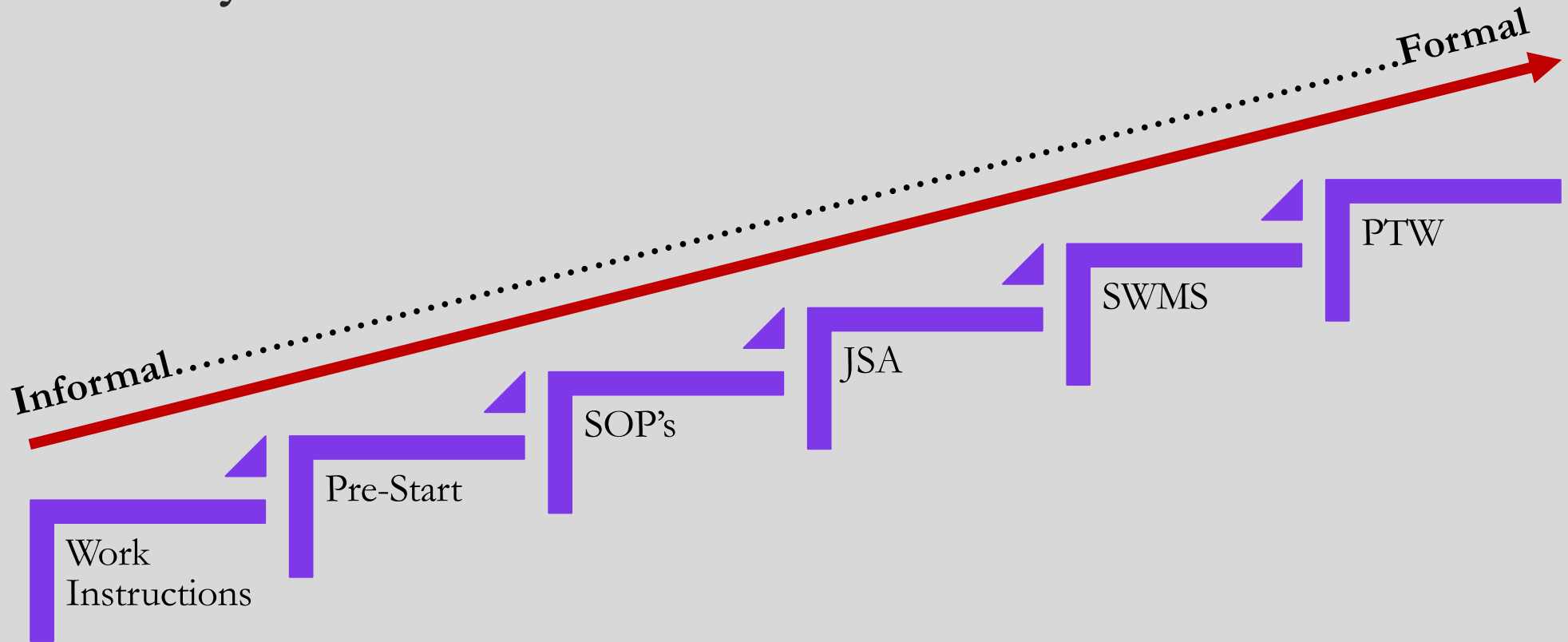
8.5 ▸ SAFE SYSTEMS OF WORK

A safe system of work is a formal work procedure developed after a systematic examination of a task to identify all the hazards. It defines safe ways to work so hazards and risks are minimised. When hazards cannot be completely eliminated or isolated, you may need to use a safe system of work.

BEST PRACTICE GUIDELINES

Safe Use of Machinery

MAY 2014

WHAT IS A SAFE SYSTEM OF WORK?

Safe Systems of Work

Formal

Informal......

Work Instructions
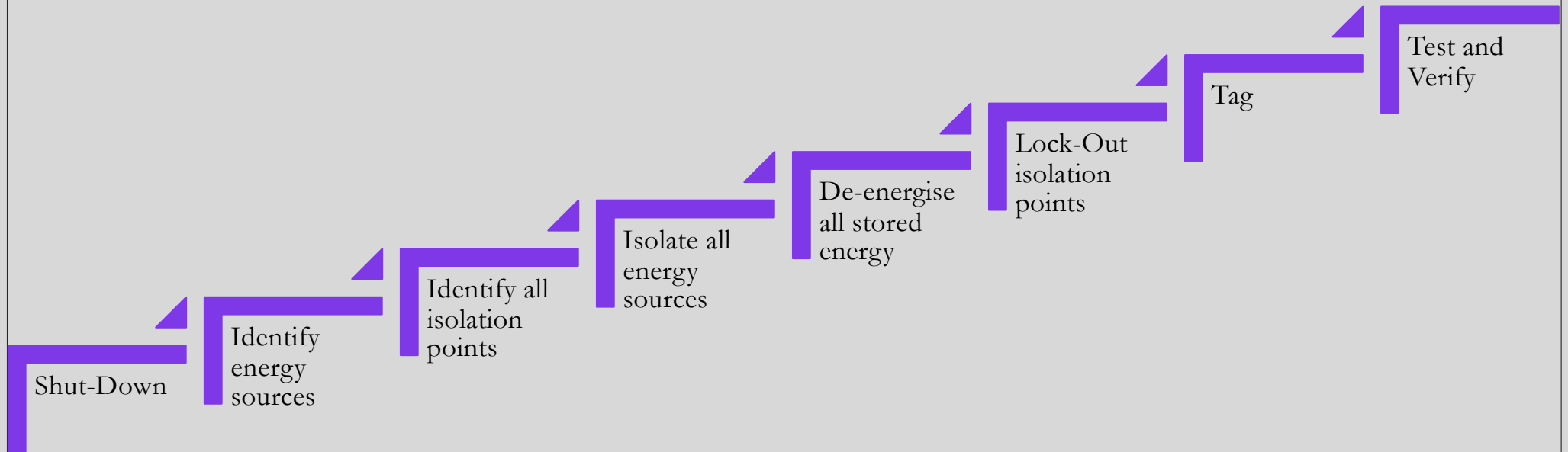
Pre-Start

SOP's

JSA

SWMS

PTW

Lock-Out, Tag-Out and Isolation Procedures

You must have

- **Machine procedure for isolation devices, locks and tags**

- **Train and assess workers to be competent**

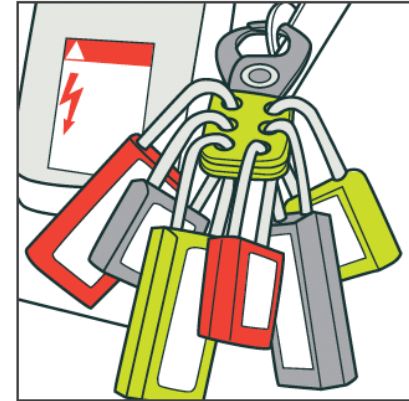- **Give supervision to ensure isolation is undertaken**
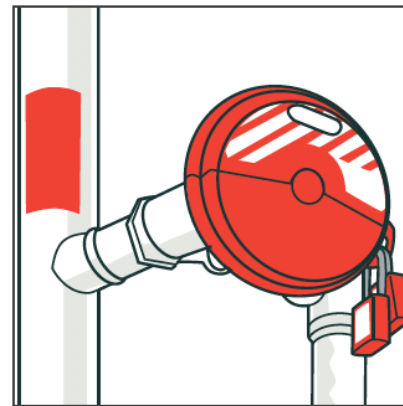
What makes LOTO vulnerable

Shut-Down

Identify energy sources

Identify all isolation points

Isolate all energy sources

De-energise all stored energy

Lock-Out isolation points

Tag

Test and Verify

PHYSICAL ISOLATION, HOLD CARDS AND LOCK-OUT DEVICES

Tag and lock

Multiple locks

Valve lock and tag

QUESTIONS?