

Portershoek Quarry	<b>SAFETY HEALTH - MANAGEMENT SYSTEM</b> (Doc No. 7.5.1.3)	Effective Date: 15May 2021 Revision No.ISO45001 Date Reviewed: Page: 1 of 5
--------------------	---	---

## Lockout System

### 1. Purpose

To minimize/manage risk of exposure to energy sources and hazardous substances.

To prevent unlawful machine start-up during maintenance or any other time.

### 2. Scope

This procedure is applicable to all employees and sub contractors working at the operation.

### 3. Reference Documents

Mine Health and Safety Act 29 of 1996

Lock out system.

ISO 45001:2018(E)

### 4. Definitions

Lock out-means a mechanical method of rendering an electrical, hydraulic or pneumatic power source inoperative.

### 5. Procedure

#### 5.1. Equipment Mechanically Lock-out System

5.1.1 Park equipment on a hard and level surface wherever possible.

5.1.2 Lower all raised equipment where possible.

5.1.3 Support raised equipment if applicable.

5.1.4 Maintenance supervisor to engage "Cut out" switch

5.1.5 De –energize any equipment to ensure "Zero energy" is present.

5.1.6 Insert multi-lock calipers and attached padlock (Where required)

5.1.7 Place "Do not start" sign in a visible place in the cab or on the cab door handle.

5.1.8 Check that the area is clear of unauthorized persons.

5.1.9 Perform work as required.

5.1.10 No operator is allowed inside the cab while service/maintenance is being performed.

Portershoek Quarry	<b>SAFETY HEALTH - MANAGEMENT SYSTEM</b> (Doc No. 7.5.1.3)	Effective Date: 15May 2021 Revision No.ISO45001 Date Reviewed: Page: 2 of 5
--------------------	---	---

5.1.11 Clean up after work is completed.

5.1.12 No person may start the equipment unless he is sure that no other person is still working, inspecting, adjusting or underneath the machine and after the "Do not start" board is removed.

5.1.13 It is the responsibility of the mechanical personnel and operator of the equipment to ensure that it is safe to start the machine.

5.1.14 A visual inspection must be done by the driver/operator of the equipment before it is started.

5.1.15 Ensure that all hydraulic/oil pipes, drain plugs, caps, clamps, guards etc is fitted before the machine is started.

5.1.16 Remove padlock, multi-lock caliper and the "Do Not Start" sign, where applicable, and allow operator to remove the machine.

5.1.17 Start and test equipment if necessary.

## **5.2. Production/Operational Lock-out System**

5.2.1 It is not required to lock out equipment during shift change, shift brakes or equipment on standby.

5.2.2 The only time when a lock out is required is when the operation/production is seized for a period exceeding 24 hours.

5.2.3 If a lock out is required, follow these steps:

5.2.3.1 Stop/park equipment on hard and level surface where possible.

5.2.3.2 Ensure that equipment is stopped/parked at least 5 meters apart

5.2.3.3 As far as practical possible, all tire-mounted equipment should be taken to the workshop/office complex hard park area.

5.2.3.4 Ensure that all raised equipment is lowered.

5.2.3.5 Ensure that all switches inside the cab is in off position before abandon equipment

5.2.3.6 Close all doors and windows.

5.2.3.7 Switch off main electrical supply at "Cut off" switch.

Portershoek Quarry	<b>SAFETY HEALTH - MANAGEMENT SYSTEM</b> (Doc No. 7.5.1.3)	Effective Date: 15May 2021 Revision No. ISO45001 Date Reviewed: Page: 3 of 5
--------------------	---	--

### 5.3. Electrical Lock-out System

- 5.3.1 Only a trained person is allowed to isolate electrical supply.
- 5.3.2 Make sure non-involved persons are out of the way.
- 5.3.3 Isolate electrical component inside the distribution board as per the job specific requirements.
- 5.3.4 Ensure "ZERO" energy is present at source.
- 5.3.5 Lock the isolation unit with the personal padlock provided for the purpose.
- 5.3.6 All workers, requiring to work on locked-out equipment, must fit their "own" locks to the lock-out system. Where one person is charged with the duty to lock-out, he must be sure of the whereabouts of all the workers working on the locked-out plant or equipment before any decision is made to energize a piece of isolated equipment.
- 5.3.7 Perform work as required.
- 5.3.8 Only authorized persons may start equipment if necessary.
- 5.3.9 The person charged with the duty to lock out and to start-up must ensure that all equipment are guarded, as per the machine guarding procedure, before equipment are re-energised.
- 5.3.10 Ensure no workers or members of the public are near equipment that will be re-energized.
- 5.3.11 Clean up after work is completed.
- 5.3.12 Remove isolation padlock.
- 5.3.13 Start and test equipment.

### 6. Responsibility

- 6.1 Competent person in charge of machinery (electrically and mechanically).
- 6.2 All personnel required to lock-out during operation or maintenance phases.

Portershoek Quarry	<b>SAFETY HEALTH - MANAGEMENT SYSTEM</b> (Doc No. 7.5.1.3)	Effective Date: 15May 2021 Revision No.ISO45001 Date Reviewed: Page: 4 of 5
--------------------	---	---

**7. Records**

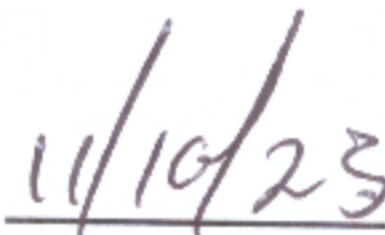
Lock-out padlock register.

This procedure must be displayed in workshops and at all electrical sub-stations.

A record of this procedure must be kept in the SHE Management filing system as pre-scribed.



\_\_\_\_\_  
Mine Manager



\_\_\_\_\_  
Date



Portershoek Quarry

**SAFETY HEALTH - MANAGEMENT SYSTEM**  
(Doc No. 7.5.1.3)

E. Effective Date: 15May  
2021  
Revision No. ISO45001  
Date Reviewed:  
Page: 6 of 5