

<b>Title</b>	<b>Lockout and reinstate machinery in the workplace</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	<p>This unit standard is intended as a basic training platform for people operating machinery under supervision across a range of industries.</p> <p>People credited with this unit standard are able to demonstrate knowledge of machinery lockout and reinstatement; lockout machinery; and reinstate machinery.</p>
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<b>Classification</b>	Occupational Health and Safety > Occupational Health and Safety Practice
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<b>Available grade</b>	Achieved
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## Guidance Information

### 1 Definitions

*Lockout* refers to the placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

*Lockout device* refers to a device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.

*Machinery* refers to any energy isolating device or equipment, which may be locked out and reinstated. Examples may include but are not limited to – conveyors, presses, palletisers, grinders, chippers, centrifuges, saws, robotic arms, hide pullers.

*Organisation* refers to a specific entity which may be – in private, public, or community and volunteer sectors; a business, a discretely managed unit within a larger entity, a Māori organisation, or a special-purpose body.

*Organisational requirements* may include but are not limited to:

- organisation purpose and/or direction
- organisation policies and processes
- compliance: legislative/legal, health and safety
- risk management
- sustainability.

*Tagout device* refers to a prominent warning device, such as a tag and a means of attachment that can be securely fastened to an energy isolating device in accordance with an established procedure, which indicates that the energy isolating device and equipment may not be operated until the tagout device is removed.

### 2 Assessment and training activities and resources for this unit standard must take into consideration the Health and Safety at Work Act 2015, its regulations and any

subsequent amendments and replacements. When assessment and training is contextualised for a specific industry, any industry specific legislation, codes of practice, guidelines and standards must be incorporated.

- 3 Assessment of all performance criteria must be in accordance with organisational and legislative requirements.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of machinery lockout and reinstatement in the workplace.

#### Performance criteria

- 1.1 Locate and explain the purpose of machinery lockout and reinstatement procedures.
- 1.2 Identify machinery to which lockout procedures apply.
- 1.3 Describe lockout devices and explain their purpose in accordance with manufacturer's instructions.
- Range includes but is not limited to – padlocks, clamps, chains, wedges, key blocks, adapter pins, self-locking fasteners.
- 1.4 Describe tagout devices and explain their purpose and use.
- Range includes but is not limited to – hold cards, defect cards.
- 1.5 Explain machinery lockout and machinery reinstatement procedures in terms of staff responsibilities.
- Range includes but is not limited to – cleaners, engineers, supervisors, general workers.

### Outcome 2

Lockout machinery in the workplace.

#### Performance criteria

- 2.1 Identify situations when lockout devices should be used.
- Range includes but is not limited to – isolation for maintenance, equipment shutdown, equipment cleaning.
- 2.2 Identify relevant lockout procedure for the machinery to be isolated.
- 2.3 Use lockout procedure to isolate machinery.

**Outcome 3**

Reinstate machinery in the workplace.

**Performance criteria**

- 3.1 Remove and store lockout or tagout devices.
- 3.2 Complete any applicable documentation.

<b>Planned review date</b>	31 December 2022
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	20 March 2009	31 December 2019
Rollover and Revision	2	22 May 2014	31 December 2019
Rollover and Revision	3	19 January 2017	31 December 2021
Review	4	20 July 2017	N/A
Revision	5	22 August 2019	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0121
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact The Skills Organisation [reviewcomments@skills.org.nz](mailto:reviewcomments@skills.org.nz) if you wish to suggest changes to the content of this unit standard.