

**Ensure an appropriate system (such as a lock out and tag out system) is in place to ensure that mobile plant or vehicles cannot be used until repairs have been completed.**

LOCKOUT: Physically ensuring an equipment is inoperable while repairs or adjustments are made with the use of a padlock and a suitable device. Utilises from a single to multiple locks depending on how many workers are working on the plant.



TAGOUT: Clearly communicating to workers, with labels and tags, that the equipment is being serviced, should not be operated and when it will return to service.

Tags differ, but they all look something like this:



Lock out and tag out is a system which protects workers and others when plant and machinery has been identified as not operable as the manufacturer intended. There are locks and tags made especially for these tasks, and these are available from hardware, farm and safety stores.

Take a picture of the locked out or tagged out device with your smartphone. Send to all affected parties with clear instructions.

It is important that tags and locks are robust and clearly marked. You must fill out the information panels on a tag or lock. A tag or lock can stay on an hour, a day, a week or for months.

You should only remove a tag or lock when work has been completed, and workers should not remove a tag or lock unless they have been authorised.

These documents relate to the OSH Act which has been replaced, however the information still manages the hazards and risks.

- Guidance Note Lock Out/ Tag Out  
[https://www.commerce.wa.gov.au/sites/default/files/atoms/files/guide-isolation\\_of\\_plant.pdf](https://www.commerce.wa.gov.au/sites/default/files/atoms/files/guide-isolation_of_plant.pdf)
- Checklist for Lock Out / Tag Out  
<https://www.commerce.wa.gov.au/publications/checklist-isolation-plantlock-out-tag-out>

Train all workers in relation to lock out and tag out procedures at your farm, and get each worker to sign off on the training.

Make sure tags are placed in convenient locations where they may be easily accessed when required. Any worker should have the skills to tag out a machine or piece of plant.

Attach the tag to:

- the operators controls if it is driven
- to the attachment point such as the tow ball, or tow eye if towable
- to the linkages if it is a tractor attachment.

## **All electrical installations are regularly inspected, checked and tested to minimise the risk of electric shock and fire.**

Electricity is invisible.

If you get it wrong, it can go wrong in a catastrophic way.

Under no circumstances should you attempt to conduct any electrical work yourself, unless you are the holder of an Electrical Licence.

A general inspection can be carried out by a worker, and this may include looking for damage, dust, gaps in the switchboard, loose power points, water damage, sparking plugs or light fittings.

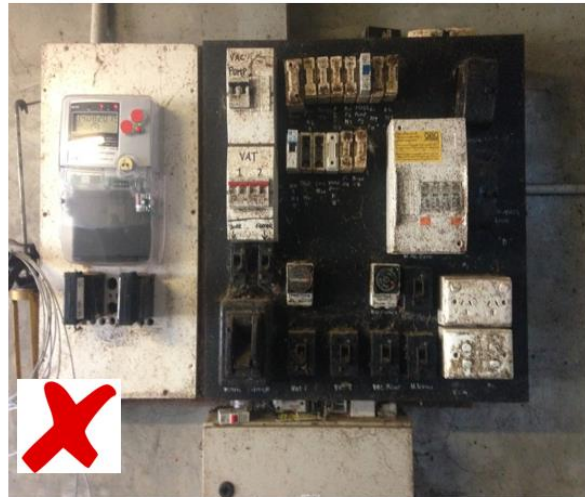
Testing of electrical installations must be carried out by a licenced electrician. They can test and tag electrical items for you. If an item of plant sits in an office (such as a lap top or fridge), the testing will be less often than if an item of plant is regularly moved, plugged in frequently, or exposed to dust, percussion or other risks of damage.



## Switchboards



Must be maintained and protected to prevent electric shock or fire




**A residual current device (RCD) is fitted to the electrical installation where hand held and portable electrical equipment is used.**

RCD's must be tested every three months, and a record kept of the testing.

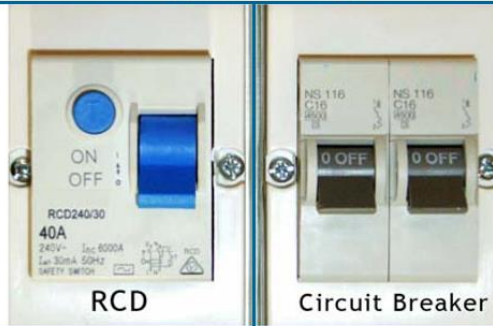
A test can be conducted by a worker who has been trained.

A test consists of pressing the test button, which should make the switch turn off immediately. Then the tester should turn the switch back on.


If the switch doesn't turn off, or it won't turn back on, the circuit is not protected and should be tagged out from use. An electrician must be called to repair the circuit or replace the RCD. Check you have RCD wherever there is a power point!

 **Residual Current Devices [RCD's]** 

- An RCD has a test button.
- TEST every 3 months




- A Circuit Breaker has no button
- It is not an RCD





**Extension cords and electrical power tools are used in a safe manner, in good condition and have moulded or transparent plug ends**


Pull plugs by the plug, not the cord.

Check plugs regularly to ensure that they have not been pulled, exposing the inner wiring. Anything that is taped up should not be in a workplace (or your home). Taping says I know there is damage, and if someone ends up getting an electrical shock you will be not be in a good place, and nor will they.

 **Electrical Safety** 

 **Damaged cords**  
**Pulled Plugs**  
**Knots & Kinks**  
**Damaged Switches**





**Hazards of overhead and belowground power lines have been identified and addressed.**

- Know the height of your machinery and your power lines.
- When you have contractors on site, ensure that the power line height has been given to them if they are to pass under.
- Mark power poles clearly
- Check your power poles for rot, lean or damage and have an electrician replace those poles
- When digging is required, test dig with a shovel before using a machine if you suspect there are buried lines.
- Keep a record of all inspections, and report damaged or fallen lines to Western Power.



## *Overhead Power lines*



**Manage Risks of contact by:**

- **Machinery**
- **Water jets**
- **Ladders**
- **Stacked items**

