

## Lockout and reinstate machinery in the workplace

**Level** 2

**Credits** 4

**Purpose** This unit standard is intended as a basic training platform for people operating machinery under supervision across a range of industries.

People credited with this unit standard are able, in the workplace, to: demonstrate knowledge of machinery lockout and reinstatement; carry out machinery lockout; and reinstate machinery following lockout.

**Subfield** Occupational Health and Safety

**Domain** Occupational Health and Safety Practice

**Status** Registered

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**Entry information** Open.

**Accreditation** Evaluation of documentation by NZQA.

**Standard setting body (SSB)** New Zealand Industry Training Organisation

**Accreditation and Moderation Action Plan (AMAP) reference** 0171

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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### Special notes

1 Definitions

*Organisational requirements* refer to documented instructions to staff on policy and procedures that are available in the workplace in electronic or hard copy.

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*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.

*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.

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

## 2 Legislation

Legislation applicable to this unit standard includes the Health and Safety in Employment Act 1992.

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## Elements and performance criteria

### Element 1

Demonstrate knowledge of machinery lockout and reinstatement in the workplace.

#### Performance criteria

- 1.1 Machinery lockout and reinstatement procedures are located and their purpose is explained in accordance with organisational and legislative requirements.
- 1.2 Machinery to which lockout procedures apply is identified in accordance with organisational requirements.
- 1.3 Lockout devices are described, and their purpose is explained in accordance with manufacturer's instructions and organisational requirements.  
  
Range includes but is not limited to – padlocks, clamps, chains, wedges, key blocks, adapter pins, self-locking fasteners.
- 1.4 Tagout devices are described, and their purpose is explained in accordance with organisational requirements.  
  
Range includes but is not limited to – hold cards, defect cards.
- 1.5 Machinery lockout and machinery reinstatement procedures are explained in terms of staff responsibilities in accordance with organisational requirements.  
  
Range includes but is not limited to – cleaners, engineers, supervisors, general workers.

## Element 2

Lockout machinery in the workplace.

### Performance criteria

- 2.1 Situations when lockout devices should be used are identified in accordance with organisational requirements.
- Range includes but is not limited to – isolation for maintenance, equipment shutdown, equipment cleaning.
- 2.2 Relevant lockout procedure for the machinery to be isolated is identified in accordance with organisational requirements.
- 2.3 Lockout procedure is used to isolate machinery in accordance with organisational requirements.
- 2.4 Tagout devices (if applicable) are used in accordance with organisational requirements.

## Element 3

Reinstate machinery in the workplace.

### Performance criteria

- 3.1 Work completion is checked with supervisory staff in accordance with organisational requirements.
- 3.2 Lockout devices and/or tagout devices are removed and stored in accordance with organisational requirements.
- 3.3 Any applicable documentation is completed in accordance with organisational requirements.

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### Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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### **Comments on this unit standard**

Please contact the New Zealand Industry Training Organisation [mail@nzito.co.nz](mailto:mail@nzito.co.nz) if you wish to suggest changes to the content of this unit standard.