

## Safe Work Procedure – Machine Maintenance Procedures to Prevent Working at Heights over 3 Meters

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If it is necessary to do maintenance work on a part of a machine that is located over 3 meters from the ground, ensure that the worker is standing at a position less than 3 meters from the ground.

**PERSONAL PROTECTIVE EQUIPMENT:**

- Hearing protection while operating machine
- Hi-Vis clothing and hard hat when outside machine
- Substantial appropriate footwear at all times
- Gloves when doing maintenance or servicing

**Please refer to and review the equipment manual prior to performing maintenance or operating for safety features, instructions and manufactures information for the specific machine.**




### PRE-WORK PLANNING AND COMMUNICATIONS

The supervisor should have regular pre-work meetings with the mechanic and operator to ensure that they understand the work plan including:

- Reviewing the logging plan including the location of skid roads to be built, trail locations and skid pattern.
- Location of hazards including steep slopes, gullies, reserve zones, danger trees, rocks, holes and debris.
- Review of steep slope procedures if necessary and trails/roads to be used.
- Other equipment working in the area and radio frequencies being used.
- Provide the mechanic with an updated map of the cut block or digital copy.

### Procedures:

- If not able to reposition the machine to prevent working at heights over 3 metres, follow the safe work procedures for Working at Heights and never work alone at heights.
- Reposition that part of the machine (that is over 3 m.) to a point closer to the ground (e.g. by laying the boom down at its full extension or tipping down the cab).
- Reposition the machine against a log deck or service truck deck. Ensure that the truck or logs are protected from inadvertent movement and the maintenance worker has footwear which will prevent slipping.
- Use a stepladder placed in a safe, protected location.
- Beware of the slipping hazards that exist, particularly in the winter especially when standing on the deck refueling. Ensure walking areas are free from oil, grease, ice, etc. Clean all debris prior to commencing repairs or maintenance.
- Do not place yourself in “the bite”.
- Do not leave equipment running while adjusting or repairing components.
- Always service your machine in the clear of dangerous trees.
- Ensure a radio man-check system is established.
- Use 3 point contact when entering or leaving the machine.
- Follow the lock-out/tagout procedures while conducting maintenance work on the machine. Raised booms or other equipment components shall be secured with blocking or approved safety supports during maintenance.

<p><b>Lockout - Tagout (One person working on machine)</b> <b>Shut down procedure:</b></p> <ol style="list-style-type: none"> <li>1. Notify other affected employees.</li> <li>2. Apply parking brake.</li> <li>3. Lower blade and ripper or grapple to ground.</li> <li>4. Shut down engine.</li> <li>5. Turn off master.</li> <li>6. Put personal lock and tag on master switch.</li> <li>7. Test to verify zero energy (electrical-hydraulic-gravity).</li> </ol> <p><b>Start-up procedure:</b></p> <ol style="list-style-type: none"> <li>1. Remove personal lock from master switch.</li> <li>2. Start machine.</li> </ol>	<p><b>Lockout - Tagout (If more than one person working on machine)</b> <b>Shut down procedure:</b></p> <ol style="list-style-type: none"> <li>1. Notify other affected employees.</li> <li>2. Apply parking brake.</li> <li>3. Lower blade and ripper or log grapple to ground.</li> <li>4. Shut down engine.</li> <li>5. Turn off master switch.</li> <li>6. Each worker attach personal lock and tag to scissor lockout hasp on master switch.</li> <li>7. Test to verify zero energy (electrical-hydraulic-gravity).</li> </ol> <p><b>Start-up procedure:</b></p> <ol style="list-style-type: none"> <li>1. Each employee removes personal lock and tag from scissor lockout hasp on master switch.</li> <li>2. Start machine when all locks removed.</li> </ol>	<p><b>Tagout For Machine without master switch</b> <b>Shut down procedure:</b></p> <ol style="list-style-type: none"> <li>1. Notify other affected employees.</li> <li>2. Apply parking brake.</li> <li>3. Lower blade and ripper or log grapple to ground.</li> <li>4. Shut down engine.</li> <li>5. Key out and in pocket.</li> <li>6. Put lockout tag initialed by all workers on ignition switch.</li> <li>7. Test to verify zero energy (electrical-hydraulic-gravity).</li> </ol> <p><b>Start-up procedure:</b></p> <ol style="list-style-type: none"> <li>1. Each employee crosses off their initials on lockout tag when their work is completed</li> <li>2. Start machine when all initials on tag crossed off.</li> </ol>
		
<p><b>Lockout tag (front)</b></p>	<p><b>Lockout tag (back)</b></p>	<p><b>Scissor lockout hasp – with marked locks</b></p>

**ADDITIONAL SWP NOTES**

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**DISCLAIMER:** Information contained in this document does not necessarily provide the only correct way to address machine risks. While this SWP will help operators conform to industry best practices and the intent of current Regulations and Guidelines, it may not identify all requirements or actions that will be appropriate and necessary in various situations. It does not reduce or replace users' responsibilities under applicable legislation - individual organizations (companies, employers) are responsible to ensure application of suitable processes and practices. The information provided is subject to review in light of changing government requirements and regulations. Every effort has been made to ensure the reliability of the information herein and to avoid errors and omissions.