



## Scope

To ensure that all machinery, heating, electrical, gas systems, entrances and exits are left in a safe secure state at the end of each day so that there are no potentially dangerous or unsafe conditions.

Any Faulty / Unsafe Conditions identified or suspected must be Isolated and place danger notice on the machine to prevent any further use.

## Responsibility

It shall be the responsibility of the nominated senior member of staff in each department, to carry out the relevant actions detailed in this procedure. In their absence, it shall be the responsibility of their business manager to ensure procedural compliance.

## Machinery

Ensure all machinery is turned off and all power sources e.g. Water, Gas, Electric, Air are isolated and where safe to do so purged.

## IT Equipment

Ensure that all Computer or IT Equipment is turned off where possible.

## Nitrogen/Fuel Gases/welding equipment

Ensure that all Nitrogen/gas and welding Equipment has been shut down also any fuel gases are isolated.

## Lighting

Ensure that all internal lighting systems are turned off.

## Fork Lift Trucks

Forklift truck drivers will ensure that the vehicle is parked safely in its designated position with keys removed, with all sources of power (electrical/hydraulic) turned off unless charging.

## Entrances and Exits

Ensure that all entrance and exit doors are locked and alarms set.