

TO: All workers

Date November 2021

Re: SAFETY ALERT – Safety when changing the chain on a processing head

Through conducting different audits and Safety observations it had come to light that more is needed around the safety requirements when changing a chain on a processor head.

Below are some requirements that must be followed at all times.



- **YOUR MUST ensure the machine is turned off before starting the process of changing the chain.**
- **YOU MUST shut down (isolate) all energy sources to the machine and processing head and release (de-energise) all stored energy within the machine and processing head before starting the change process.**
- Ensuring there is zero energy before starting the process will prevent any parts of the machine or processing head from moving unexpectedly.
- You must ensure the locking pin is in place before starting the change process.
- All workers who are required to change a chain on a processing head must be trained in the process or supervised if under training until deemed competent.
- If performing any maintenance on the machine you **MUST** ensure you have engaged a Lock out Tag out process before commencing any maintenance process.

If you have any questions regarding this alert, please contact Don or Veronica.