



## LOCKOUT

### Potential Hazards

1. electrocution
2. hearing loss (noise)
3. flying objects
4. repetitive strain injuries

### Personal Protective Equipment Required

- |          |                    |                 |
|----------|--------------------|-----------------|
| Hard hat | CSA Boots          | Fall protection |
| Eyewear  | Hearing protection | Skin protection |
| guards   |                    | (clothing)      |

## PROCEDURES

The procedures for lockout may vary slightly depending on the piece of equipment and it's location, but the basic principals will remain. The procedures are to be used for any work involving electrical, pneumatic, gravitational, hydraulic or stored energy ie: springs, pressurized fuel gases, batteries, etc.

### STEPS:

1. Review work to be performed to identify equipment requiring lockout with all affected individuals and/or departments to determine best method of control. This requires knowledge of the system.
2. If the machine or equipment is operating, shut it down using normal stopping procedures. This may require the participation of the operator.
3. Isolate the equipment from its main power source.
4. Lockout and tag the device with assigned lock and tags.
5. Relieve any additional stored or residual energy from equipment to ensure zero state of energy exists.
6. Verify that all steps above have been followed.
7. Prior to work being performed, ensure isolation or de-energizing has been achieved by testing with proven testing equipment. Use test alive, test dead, test alive method.

### REMOVAL OF LOCKOUT DEVICE:

Prior to the removal of lockout devices and energy being restored, the following steps are to be followed:

1. Once service has been completed, check the area around the equipment to ensure the area is clear of tools and that guards are re-installed. Ensure no one will be exposed to hazard during start-up.
2. Lockout device is removed. Note: Removal is performed by individual who attached device only. This function cannot be delegated.
3. Restore energy to the equipment. Check for proper operation.

### LOCKOUT DEVICE CANNOT BE REMOVED:

In the event that a worker has left the premises without removing his/her lock, the Supervisor (or designate) shall be notified. The Supervisor will make every attempt reasonable to arrange for the worker to return and remove his/her own lock. **This responsibility cannot be delegated.** Should this prove to be unsuccessful, the Supervisor will contact the General Supervisor, who will be advised of situation and action taken. If, after consultation between Supervisor, General Supervisor and the affected staff, it is agreed that the lock can be removed, the General Supervisor will remove the lock. The Supervisor will re-energize equipment.

### MULTIPLE SHIFT LOCKOUT:

In the event the equipment requires a lock-out device over one or more shifts, the second or subsequent worker will replace the previous worker's device with their own. This will take place after the previous worker has provided the next worker with all necessary safety information.

In the event the worker does not return to remove his/her lock when the equipment has been locked-out overnight, the same procedure as "Lock-out Device Cannot be Removed" will be followed.



### **GROUP LOCK-OUT:**

When service or maintenance is performed by more than one individual, each person is to apply his/her own lock to a group lockout device, such as a hasp. Tag shall warn of the hazardous conditions. Equipment will not be re-energized until all individuals have removed their lock.

### **GENERAL SAFE WORK PRACTICES:**

5. Each affected department Supervisor will maintain a Safety Lock Board.
6. Locks will be numbered and entered into a log book.
7. Locks shall be a key type padlock.
8. Workers will have one key only for his/her locks.
9. Lost locks must be reported to the Supervisor in order that action can be taken to ensure the integrity of the system.
10. Locks will be signed out in the log book before use, and signed in after use.
11. Each worker must sign out his/her own lock.
12. Locks cannot be loaned or transferred to another individual.

The lockout device must indicate the name of the person applying the lock. Tags shall warn of the hazardous conditions should the equipment be energized and shall include warnings such as Do Not Operate, Do Not Start, Do Not Close, etc.