



LOCK-OUT SAFE WORK PRACTICES

REVIEWED OCTOBER 20 2015

OH&S Code Part 22 Section 311

Lock-out is the physical disabling of hazardous energy which may include one or more of the following: electrical, mechanical, hydraulic, pneumatic, chemical, kinetic (motion), ergonomical, temperature, noise. This should prevent them from being inadvertently energized during maintenance or repair.

A lock-out policy protects personnel who are working on equipment and protects equipment and environment from damage. Before the start-up/operation of any machinery or equipment, measures must be taken to prevent accidental movement that could endanger workers.

There may be a variance in specific procedures for specific equipment on specific sites, which makes it absolutely essential that senior administration and worker act as a team to accomplish certain jobs.

Information tags should have proper contact information ie: name and phone numbers, of the individuals lock.

Lock-out safe work practices

Follow these lock-out safe work practices:

- No personnel will work on equipment that represents a safety hazard or damage to equipment or environment unless it is locked out and the source of hazardous energy has been disabled.
- The Site supervisor together with the worker performing the work must determine what has to be locked out and a list posted with this SWP should there be any.
- The Site supervisor must designate a responsible worker to assist in locating the necessary switches, drives, etc. that must be locked out
- Communication with all involved is of utmost importance through meetings, tags, written notes or other means.

Traditional lockout procedures that supervisors must be aware of used by company workers or contractors that is commonly used in manufacturing and other industry:

- A Supervisor working on the equipment or his/her designate will install a scissor type gang lock on the isolating device
- The Supervisor or his/her designate must satisfy themselves that the equipment is correctly locked-out
- Each worker working on the equipment must place his/her own lock on the isolating device(s)



- Information tag(s) which have the company name, the Supervisor's name, and the date must be attached to the equipment to advise others that the equipment has been isolated and locked out
- Workers must remove the lock they placed on a piece of equipment when they are no longer working with it
- After the work is completed and after personal locks have been removed, the Supervisor must make a final check of the equipment before removing the Supervisor's lock to assure that it is safe to operate before proceeding with the clearing of lock-out
- If a worker has left the site (quit, discharged, or injured), the personal lock(s) of that worker must be removed from service until the keys are recovered
- No one may remove a personal lock that is not his/her own
- The unauthorized removal of a lock will result in immediate dismissal of the worker who removed the lock from the work site
- A master key for all personal locks must be kept by the ASSURANCE Supervisor in a secure location and may only be used by that Supervisor or a designate
- If double-shift work is being done, the workers leaving the site must remove their locks and the workers coming on shift must immediately replace those locks with their own locks

Lock removal by others

If you are in doubt about lock-out practices or procedures, contact your Supervisor or the Assurance Safety Representative. When another person removes a personal lock, the following must be done:

- The owner of the personal lock must be identified
- All reasonable efforts must be made to contact the worker who placed the lock and have that worker come back and remove the lock
- If the worker cannot be contacted or is incapable of removing the lock, the ASSURANCE representative must ensure that no process or machinery will be damaged by the removal of the lock
- A representative of ASSURANCE must be present when locks are removed
- Lock removal should be done with the master key
- **Do not** cut the lock off if there is another way to remove the lock
- All information regarding personal lock removal must be documented on the Lock removal form, which can be obtained from the Safety Officer



Note: Inform the worker who placed the lock of the lock removal prior to that worker's return to work

These requirements are intended to supplement, but not replace, any provincial requirements or contractor's contractual requirements.

In some cases, the client will require that their existing lock-out procedure be used, but in no case are ASSURANCE workers to work to a lesser standard than is set out in this procedure.

Lock-out log

The Lock-out log must be used in conjunction with the lock-out procedures. The log is to be kept by the Supervisor in a secure location and only the Supervisor or someone designated by the Supervisor may make entries.

LOCKOUT LIST:

1. _____
2. _____
3. _____
4. _____

RELATED SWP & HAA.

Circular Saw

Chainsaw

Compressed Air Tools

Defective Tools

Electrical Safety

Equipment & Machinery

Explosive Power Activate Tools

Lawnmowers

Mechanic Shop

Power Tools

Reciprocating Saws

Lifts (Genie, scissor & boom)

Skidsteer

Welding Cutting & Burning