

POLICY	
Policy Number: HS2020-023	Date Approved: June 2006
Department: Health and Safety	Date Reviewed: October 2020
Lockout Tagout	

### 1. Policy Statement

All equipment lockout / tagout procedures are carried out to eliminate the risk of personal injury and equipment damage from unexpected energization, start-up, movement or release of stored energy.

### 2. Purpose

To establish a safe procedure for locking out machines.

### 3. Scope

This policy applies to all employees of Town of Kirkland Lake (the Corporation), contractors and subcontractors doing work at this Corporation.

### 4. Definitions

Not Applicable

### 5. Policy & Procedures

#### Responsibilities

#### ***CAO is responsible for:***

- Ensuring that employees receive adequate training in lockout/tagout prior to performing work that requires lockout/tagout;
- Ensuring that Department Heads/Supervisors are competent to understand the requirements of lockout/tagout procedures;
- Program development, ongoing support and program evaluation;
- Ensuring that an assessment of energy hazards for each piece of equipment has been conducted;

- Ensuring that annual lockout reviews are conducted with authorized employees;
- Ensuring that only controlled locks will be used for lockout/tagout;
- Communicating this Lockout Program to contractors doing work in our facilities.

***Department Heads/Supervisors are responsible for:***

- Keeping up-to-date records for employees who have lockout/tagout training;
- Ensuring an adequate supply of locks and tags are provided to employees who need to lock and tag equipment;
- Auditing and enforcing this policy up to and including disciplinary action, when necessary;
- Requesting lockout/tagout training for employees by job requirement.

***Authorized employees are responsible for:***

- Adhering to this policy at all times;
- Asking when unsure of procedures to lockout/tagout equipment;
- Maintaining and caring for the locks, tags and other devices complying with the lockout/tagout procedures.

***Affected employees are responsible for:***

- Understanding and co-operating with all lockout/tagout procedures.

**Procedure**

Any time a person performs maintenance, service, repairs or sets-up energized equipment that could be dangerous, he/she is to lock/tag it out to make sure that the equipment is safe to work on. This includes:

***A. Initial Main Power Shut-Off and Lockout by the Person In Charge***

- 1) The operator is personally responsible for initially stopping or shutting down the machine in the normal manner, i.e. by pushing the stop button;
- 2) After the machine has stopped and, where applicable, loads on electrical lines are shut off, the main disconnect switch shall be opened and locked in the open (off) position by the operator and other qualified person under his direction, i.e. an electrician or mechanic;

- 3) After the disconnect switch has been locked out, employees shall keep clear of moving machinery until the start button or switch has been pushed to check that the correct master switch has been disconnected;
- 4) A lockout tag should be added to each padlock indicating equipment name, the nature of work, date, employee or department responsible for the work, etc.;
- 5) The presence of the lock belonging to the person in charge is evident that the machine is properly and completely shut down and in a safe condition for work to commence. Except as required and directed by the person in charge for purposes of interim testing etc., the lock shall only be removed after all work has been completed and equipment is safe and ready to operate;
- 6) The person in charge shall only remove the lock and this responsibility shall **NOT** be delegated;
- 7) If a machine is to be taken out of service, it shall be shut down and locked out by the operator and remain locked out during the entire period that it is out of service;
- 8) The person in charge may call in a qualified person to do the repairs required.

#### ***B. Multiple Locks and Lockout Bars***

- 1) After the machine has been shut down and locked out by the person in charge, each employee or foreman working in or on the machine shall be protected by personally placing his own safety lock on the disconnect switch. The key for his lock must be retained on his person while his lock is in place;
- 2) Where several employees or trades are working on the machine, provision for additional locks can be made through the use of a lockout bar as illustrated in **Figure 1**. This can be made to accommodate any number of locks by placing another lockout bar in the last hole of the previous bar;



**Figure 1**

- 3) A lockout tag should be attached to each padlock indicating equipment name, the nature of work, date, employee name or department responsible for the work, etc.;
- 4) Each employee should be impressed with the fact that, even though the disconnect switch may already be locked, he is not protected until he attaches his own personal lock.

### ***C. Leaving the Work***

- 1) When work has been completed, each employee should report this fact to the person in charge. Each employee may then remove this personal lock and tag prior to leaving the machine;
- 2) If work is not completed at the end of the day or shift, each employee shall report the status of the work to the person in charge of the incoming shift before removing his personal lock and tag. The incoming shift shall place their locks and tags as previously described before commencing work on the machine. The person in charge shall not remove his lock until the person in charge of the incoming shift has placed his lock on the machine;
- 3) It will be noted that, although an employee removed their locks on leaving the machine, the lock belonging to the person in charge is still in place. Therefore, at no time will the machine be left unlocked until all work has been completed.
- 4) If an employee has forgotten to remove their lock once equipment is repaired and the person is no longer onsite or working, the following people are authorized to cut the locks: Supervisor, Department Head or, CAO. This can only be done after the employee has been contacted by telephone to ensure that he/she is no longer onsite, or supervisor can ensure that work is completed and equipment is safe to start.

### ***D. Use and Control of Padlocks***

- 1) A lock shall be issued to each employee who requires same and will bear a mark of identification and will be the responsibility of that employee.

### ***E. Personal Safety Padlock Instructions***

- 1) This lock is furnished for your **PERSONAL SAFETY** and is to be used **ONLY** for locking-out equipment controls.

- 2) Before you start to work on a machine, ensure that it's disconnect switch is in the "off" position. You must then place your lock on the switch to prevent its being accidentally closed;
- 3) There is no master key and only one regular key for this lock. It is therefore impossible for any other employee to unlock your padlock;
- 4) Where more than one individual is working on a machine, each man shall use his own personal padlock to lock open the disconnect switch. Therefore, the disconnect switch will remain locked upon until the last man has completed his work;
- 5) The breaking of a padlock on a switch without authority might very easily be an act responsible for the death or serious injury of one or more workmen.

Specific procedures for lockout are provided in the Safe Operating Practices (SOP) for the equipment and machinery or process in the workplace.

- Only employees trained in lockout procedures (authorized) shall lock out equipment;
- Department Heads/Supervisors shall provide awareness training regarding specific lockout systems and procedures in their department;
- Employees affected by the lockout procedure shall be notified verbally and through the use of a lock and tag (a visual indication that the equipment has been removed from use).
- Lockout procedures will be posted at applicable locations close to the equipment.

## **Training**

All authorized employees receive formal lockout training when they are hired or post into a job requiring lockout as part of their duties. This training is repeated every 3 years, when audits reveal that the lockout program is not being adhered to or when legislation changes.

Training includes:

- a) Legislative requirements for lockout;
- b) Lockout terminology;
- c) Classification of hazards and guarding;
- d) Type and magnitude of energy available in the workplace;

- e) Energy isolation and control;
- f) The Corporation's Lockout Procedure;
- g) Lockout supplies – lock & key control, ordering, etc.;
- h) A competent person provides machine / device specific instructions at the departmental level.

### **Annual Re-Certification Training**

**Authorized employees** complete an **Annual Lockout Certification** with their Supervisor. This certification requires that the employee be able to correctly complete the lockout of a specific piece of equipment while being observed by their Supervisor.

**Affected employees** are introduced to the Lockout Program during orientation. An annual review, done in the form of a Health & Safety Talk includes definitions, legislation, and the steps to locking out equipment and the role of affected employees.

### **Program Audit and Review**

The Corporation has designed a **Lockout / Tagout Audit** tool:

- a) To monitor compliance to this Lockout Procedure;
- b) To provide a mechanism for employee suggestions to improve our program.

Both Department Head/Supervisors and members of the JHSC are trained to use this tool.

### **Rules**

- a) All personnel shall comply with the requirements of the Lockout/Tagout Program;
- b) Only authorized employees may actually apply locks and tags;
- c) Authorized personnel must be in control of the key to their lock at all time (key in pocket);
- d) Failure to comply with this program will result in disciplinary action.

## 6. Summary

### **Legislation/Standards**

- Occupational Health & Safety Act R.S.O. 1990
- Industrial Establishments (Reg. 851) – Machine / device Guarding 42 (1 to 7)  
CSA Z432-94 Safe Guarding of Machine/device ry
- OSHA CFR 1920.147 The Control of Hazardous Energy