

# A Safe Workplace

## A Workplace Safety and Health Manual for Your Community

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Subject: G-11	Lockout	Approved By: Harvey Bostrom
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The following procedure provides the general requirements for locking out.

"Lockout" means the disconnection, blocking or bleeding of all sources of energy that may create a motion or action by any part of a machine or equipment.

When considering applying a lockout procedure, follow these steps:

1. view the location where the work is to be done;
2. identify all energy sources; and
3. ask yourself, would the release of energy or an inadvertent movement be hazardous to you or somebody else?

Always be sure to use qualified personnel (i.e. plumber, electrician, etc.) where dealing with specialized machinery and work.

### **Lockout Requirements**

#### **Machine Lockout**

When a machine is serviced, repaired, tested, cleaned, maintained or adjusted, council must ensure that no employee performs work on the machine until it has come to a complete stop and the employee performing work on the machine has:

- de-energized and locked out the machine and made it safe to perform the work; or

#### **If the machine cannot be locked out:**

- it must be made unable to be activated and provide protection equal to locking the machine out.

When it is not reasonably practicable to lockout the machinery to be serviced, repaired, tested, cleaned, maintained or adjusted, a specific safe work procedure must be developed and implemented which provides the same or greater level of safety provided by locking out a machine.

All machinery must be tested to ensure lockout procedures are effective before an employee is permitted to perform work on that machinery.

No person may remove a lock from locked out machinery unless the person is the employee who installed the lock. In the event of an emergency or the employee who installed the lock is no longer available, only a person designated by council may remove the lock. In this situation, council must be sure that returning the machine to operation will endanger no person.

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### **Lock and Key Process**

When the lockout procedure uses a lock and key, council must:

- issue to each employee who is required or permitted to work on a machine, a lock that is operable only by that employee's key or a duplicate key;
- designate an competent person to keep the duplicate key;
- ensure that the duplicate key is accessible only to the designated employee;
- ensure that the lock used has a unique mark or identification tag on it that identifies the employee to whom the lock is assigned; and
- ensure that a logbook is kept to record the use of the duplicate key.

Where it is not reasonably practicable to use an employee's key to remove a lock, council may permit the designated competent person to remove the lock if the designated employee has determined that:

- the key used to lock the lock is not available; and
- it is safe to remove the lock and activate the machine.

When the lock has been removed, council must ensure that the employee who locked out the machine is informed of the removal of the lock.

### **Control of more than one machine**

When an automated system controls more than one machine, it must be ensured that any machine to be serviced, repaired, tested, cleaned, maintained or adjusted is isolated from that system before the lockout procedures are implemented.

### **Community Responsibilities**

Council must ensure that:

- a lockout system is established within the workplace;
- each employee required to lockout machinery or equipment has access to enough personal locks to perform the required lockout procedure; and
- all required employees are provided with initial and refresher lockout training.