



## Lock Out / Tag Out

Developed by:	Approved by:	Date created:	Last revision:
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Possible Hazards Present	Personal Protection Required	Additional Training	
<ul style="list-style-type: none"> <li>- Burns</li> <li>- Shock</li> <li>- Electrocution</li> </ul>	<ul style="list-style-type: none"> <li>- As per manufacturer's recommendations for that tool/equip</li> </ul>	<ul style="list-style-type: none"> <li>- PPE</li> </ul>	
<ol style="list-style-type: none"> <li>1. Shut down the equipment by the normal stopping procedure (depress stop button, open toggle switch, etc..) Only workers knowledgeable in the operation of the specific equipment should perform shutdown or re-start procedures.</li> <li>2. Ensure all energy sources (electrical, mechanical, hydraulic, etc..) are disconnected or isolated from the equipment.</li> <li>3. Stored energy, such as that in springs, or water pressure, etc.. Must also be released, disconnected or restrained by methods such as grounding, repositioning, blocking, or bleeding-down.</li> <li>4. Pulling fuses is not a substitute for locking out. A pulled fuse is no guarantee the circuit is dead - even if the circuit is dead, another worker could inadvertently replace the fuse.</li> <li>5. Do not assume that because equipment is not operating at a particular point in time that it will remain off for the duration of any work to be performed on it. It is possible that equipment or machines can normally operate intermittent.</li> <li>6. Lockout and tag the energy-isolating device with an assigned, individual lock. Or if a key is the only way of re-starting the equipment and if only that person is doing the work, place key in the pocket of the person doing the work.</li> <li>7. If more than one worker is working on the same piece of equipment at the same time, each one should lock out the equipment by placing a personal lock and tag on the group lock out device. When he/she begins work and should remove those devices only when he/she has stopped working on the machine or equipment.</li> <li>8. Locks and tags should clearly show the name of the person who applied the device, the date, and the reason for the lockout. This identifies who is servicing the machine/equipment.</li> <li>9. Information on the locks and tags should remain legible.</li> <li>10. Locks must be substantial enough to prevent accidental or inadvertent removal.</li> <li>11. Both locks and tags are to be standardized by colour, shape, or size. Tags should be easily recognized and provide appropriate information about the lockout.</li> <li>12. After ensuring that no worker can be injured, operate the push button or other normal controls to verify that all energy sources have been disconnected and the equipment will not operate.</li> <li>13. Return operating controls to neutral position after the test.</li> </ol>			



14. If there is a possibility of accumulation of stored energy during the maintenance or repair process, isolation must be verified periodically during the procedure.
15. If a machine is locked/tagged and there is a need for testing or repositioning of the equipment, follow these steps.
- Clear the equipment of tools and materials.
  - Ensure workers are a safe distance from any potential hazard.
  - Remove locks/tags according to established procedure.
  - Proceed with test.
  - De-energize all system's and re-lock/tag the controls before resuming work.
16. Before locks and tags are removed and energy is restored to the machine or equipment, inspect the work area to ensure that non-essential items have been removed and that machine/equipment components are operationally intact.
17. Ensure workers are a safe distance from any potential hazards.
18. Each lock and tag should be removed from each energy-isolating device by the worker who applied the lock, and
19. Notify affected workers that locks and tags have been removed.
20. Re-start machine or equipment.

Documentation/Legislation

Workplace Safety and Health Regulation,  
M.R. 217/2006

16.14-16.17 Lockout

**This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a minimum every three years.**