Heritage College Administrative Procedure # 8
Locking Out and Tagging

Subject: Procedures for Locking Out and Tagging

Administrator: Director of Building Services

Issuing Service: Building Services

Coming into Force: October 24, 2000

Revised: December 10, 2015

Purpose

The purpose of this document is to establish safety guidelines for employees and contractors when performing maintenance/repairs, by ensuring that all machinery, devices or objects which may endanger the safety of a worker are disconnected, locked out of service and tagged before any work is done and while it is being worked on. Locking and tagging out procedures may also be used when a hazardous machine, device or object has been identified.[1]

Inform employees of the risk within their current work environment

Application

These procedures apply to all employees and contractors, who are involved in the maintenance, repairs and learning process at Heritage College.

Description

All apparatus' capable of being energized or dynamically activated must be de-energized or de-activated by locking out, physically disconnecting, or otherwise rendering the apparatus inoperable.; switches, power sources, controls, interlocks and other such devices must be appropriately tagged and personally locked out by each worker involved in the operation;

[1] See the Glossary at the end of this document for definitions of frequently-used terms.

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Lock out Procedures

1) Before Maintenance, Repair or learning process

- Identify energy source and isolation device depending on the action purpose;
- Determine necessary lockout material referring to the lockout process file or following the general listing for lockout;
- Notify users that work requiring the application of a lockout procedure will done on their equipment;
- Controlling isolation devices (ex: open an electrical isolator, close valve);
- Each worker must be protected by personally placing his/her own safety lock on the disconnect switch. The key for the lock must be retained on the worker's person while the lock is in place;
- Where several workers are working on the same machinery, device or object, provision for additional locks must be made through the use of a lockout bar/scissor shackle. This arrangement can accommodate any number of locks by placing another lock-out bar/scissor shackle in the last hole of the previous bar;
- each worker must attach to the lock a durable tag filled out with the information indicated on the sample tag;
- Dispelling the residual energies(Discharge a capacitor, bleed air);
- Trying to make it start;
- A record must be kept of the devices locked out or otherwise rendered inoperable so that all of these devices can be reactivated once the work is complete;
- a worker must remember that even though the disconnect switch may already be locked, he/she is not protected until his/her personal lock is utilized.

2) During Identification of a Hazardous Machine, Device or Object

- when a hazardous machine, device or object has been identified, the worker must immediately tag-out the hazard and immediately advise the supervisor;
- the supervisor must immediately contact the appropriate maintenance staff to investigate the hazard. The supervisor must follow the lock-out procedure during maintenance or lock-out and tag the hazard to allow for maintenance planning and preparation.

3) Sample Lock-Out Tag

3.1) An Authorized Lock-Out Tag Will (Refer to annex "A"):

- be made of a non-conducting material;
- be secured to machine to prevent its inadvertent removal;

- be placed in a conspicuous location;
- state the reason for the lock-out;
- show the name of the person performing the lock-out;
- show the contact phone number; and
- show the date the lockout became effective.

Roles and Responsibilities

Building Services and the Health and Safety Committee are primarily responsible for the implementation of these procedures.

Revision

These procedures will be reviewed every 3 years.

Glossary

Term: To **lock out** a device means to render it inoperable.

Term: A **lock-out tag** is the authorized tag used to lock out a device (refer to section 4.3).

Term: A **disconnect switch** means a pull-type switch or circuit breaker, which physically opens or closes to disconnect the circuit.

Term: A **lock-out bar/scissors shackle** is a device which will allow multiple lock-out tags to be used simultaneously.

Term: **Machine** in the context of this procedure, refers to a vehicle, transmission machinery, boiler, vessel, steam or air-driven machinery, pipeline or any device which must be isolated to carry out work safely.

Term: **Work** for the purpose of this procedure means any inspection, repair, adjustment, cleaning or maintenance for which the machine must be stopped, other than the normal operation of the machine.

Term: A **worker** refers to a College employee or any person contracted to perform work on a machine, equipment or device on Heritage College property.

Term: A **supervisor** refers to a person who has charge of a workplace or authority over a worker.

Approval of the Procedure

Director of Human resources Date

Director of building services Date

Manager of building services Date

Related Documents

This document is to be used in conjunction with:

- The Sample Lock-out label (Annex "A")[2];
- Locking Out and Tagging employee enrolment;
- Personal profile for health and safety training;
- Attendance record;
- Lockout process file / request to add, withdraw or amend;
- Removal lock report;
- Checking the implementation of the lockout procedure.

[2]Copies of this document are available from Building Services

The Sample Lock-out label (Annex "A")

Locking Out and Tagging employee enrolment

Employee name: _____

Object: Locking Out and tagging employee enrolment

I accept that all lock tag***s*** assigned to me by Heritage College remain the property of the College and will be used for my security only.

I understand the importance of **Procedure #8 and** I agree to apply this procedure.

I confirm having received training on lockout***s*** and understand its importance.

In case I forget my lock on the equipment which needs to ***be*** restarted, I agree to return to the workplace, at my own expense, to remove my lock.

In the situation where I lose my personal lock or those of series, I will immediately advise my superior so they can remove it from the registry padlock and replace it.

When shift is done, I engage to return to the college my personal lock.

Date: _____

Signature: _____

Employee no._____

Padlock no: _____

Personal profile for health and safety training

Employee name:				
Employee number:				
Assignment:				
	Course title	lasted	Date	Note
1				
2				
3				
4				
5				
6				
7				
8				
9				

Attendance record

Course title				
Course description:				
Course date:	Trainer:		Course lasted:	
	Trained person	Signature	Employee no.	Assignment
1				
2				
3				
4				
5				
6				
7				
8				
9				

Lock out process file

Date of application:					
Equipment description:					
Equipment ID and location:					
Step	Energy	Instruction	Device no.	Device location	
1					
2					
3					
4					
5					
6					
7					
Picture/Diagram					

Lock out process file / request to add, withdraw or amend (General lock out process file)

Date of application:		
Equipment description:		
Equipment ID:		
Modification to equipment		
Impact on lock out process file		
Name of the applicant person:		
Signature:		
Section reserved for the person responsible of lock out process file		
Change must be made to lock out process file:	No	Yes
Date of change		
Name of the person who made the change:		
Signature:		

Removals lock report

General information		
Date:		
Time:		
Name of the specialized maintenance manager:		
Information on padlock users		
Is the padlock user identified	Yes	No
If yes, what is his/her name:		
Is he/she an employee of the college	Yes	No
Other:		
Means used to reach the padlock user		
Phone call	Yes	No
Search visually the person in the facility	Yes	No
Questioning between colleague	Yes	No
Home phone number/mobile	Yes	No
Others	Yes	No
Reason for which the equipment must restart:		
Is it possible to wait for the padlock users:	Yes	No
Was a careful inspection carried out to check whether maintenance and repairs have been completed and that the equipment can be safely restarted		
Name of the person carrying out the inspection:		
Qualification of the person:(Title)		
Further check point		
Is the work complete?		
Are there any tool***s*** or material lying around?		
Is the security perimeter and safety devices placed and in working order?		
The restart of the equipment or the machine will not create hazards to health, safety and physical integrity of the employees and the college community		
Comments		
Signature of the person carrying out the inspection:		
Method used to remove the padlock:		
Name of the person who removed the padlock		
NOTE: The lock must be hand-delivered to the user and the reasons for withdrawal must be explained to him		
Signature maintenance manager:		
Signature witnessed:		

Checking the implementation of the lockout procedure

Date:	Time:	
Auditors name:		
Lock out equipment ID:		
Lock out file ID:		
Lock out user name:		
Number of people concerned by the procedure?		
Number of energy source identified in lock out process file?		
Number of staff padlocks affixed to the box lockout or on a single energy source? (This number must be the same as people involved)	Yes	No
Did the user read and consult the lockout process file before applying the procedure?	Yes	No
Are all energy sources identified by the lock out process file locked?	Yes	No
Was the residual energy blocked, dissipated or purged released?	Yes	No
Are the padlocks used well identified?	Yes	No
Have the padlocking devices been used in an adequate way?	Yes	No
Has the restart test been completed by the user?	Yes	No
Have all person present, received training on lockout?	Yes	No
Is the training that has been given date more than three years?	Yes	No
Do all users understand the importance of the lockout procedure?	Yes	No
Comments:		
Signature		