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## Heritage College Administrative Procedure #8 Relating to Safety - Locking Out and Tagging

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**Subject:** Procedures relating to Safety - Locking Out and Tagging

**Administrator:** Director of Building Services

**Issuing Service:** Building Services

**Coming into Force:** October 24, 2000

**Revised:** N/A

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### **Purpose**

The purpose of this document is to establish safety guidelines for employees 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.<sup>1</sup>

### **Application**

These procedures apply to all employees at Heritage College.

### **Procedures**

#### **1) During Maintenance**

- 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;
- 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

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<sup>1</sup> See the Glossary at the end of this document for definitions of frequently-used terms.

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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;
- 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 when deemed necessary.

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### 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.

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### Related Documents

This document is to be used in conjunction with:

- The Sample Lock-out label (Annex "A")<sup>2</sup>

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<sup>2</sup>Copies of this document are available from Building Services