TOPIC: HEALTH AND SAFETY	**SUBJECT:** Lock-Out (Unsafe Equipment) 122 S. Cumberland St.	**Code:** HS116
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PURPOSE:

To ensure that all electrical energy sources are locked out and effectively controlled prior to any work being done on or in close proximity to machinery or equipment.

SCOPE:

Applies to all workers involved in managing, administering or completing work on electrical equipment.

DEFINITIONS:

Lock Out: Means to physically neutralize all energies in a piece of equipment before beginning any maintenance or repair work. Lockouts generally involve stopping all energy flows and locking switches and plugs.

Tag: Tag is the use of a Danger tag to warn people that the equipment or process was locked out of service. It indicates the reason and the name of the person in charge.

Lock: Lock is the use of locks to positively secure the control device used to control the hazardous energy or other hazard.

Electrical Energy: Conductors, motors and generators are sources of electrical energy. Both low voltage and high voltage equipment and conductors can injure or kill workers.

ROLES AND RESPONSIBILITY:

Executive Director:

Ensure that all potential hazards are evaluated, the necessary precautions taken, and that the personnel assigned to lock out electrical energy sources are properly trained prior to any work being done on machinery, equipment or process; must provide locks to trained employees; must implement written procedures where required; and verifies that the procedure is in use.

Human Resources Officer:

It is the responsibility of the Human Resources Officer to lock out electrical energy sources and to adhere to all the requirements in the lockout procedure**. In the absence of the Human Resources Officer the following people will be responsible in this order: Director of Support Services or the Executive Director.**

All workers who are trained in the lockout procedure are responsible for:

1. Locking out the electrical energy source.
2. Removing their personal locks on the completion of work.
3. Keeping control of the keys to personal locks throughout the duration of the work.

LOCK OUT PROCEDURE FOR ENERGY SOURCE:

1. Lock Out of electrical sources takes place before starting to work on any machinery, equipment or process.

2. Lock Out of electrical energy is a five step process: Clear, Lock, Try, Tag and Release.

   CLEAR:

   The Human Resources Officer will clear the machinery, equipment or process of any hazards or people.

   LOCK:

   The Human Resources Officer will notify all affected personnel of the extent and duration of the shutdown of the machinery, equipment or process.

   The Human Resources Officer will ensure that all machinery, equipment or process are shut down, locked and tagged.

   TRY:

   Once the Human Resources Officer is assured that all sources of energy are locked out and all is clear, he/she will try to activate the equipment.

1. Ensure the machinery, equipment or process will not activate.
2. Ensure the controls are returned to the off or neutral position immediately after the test.
3. Visually check to determine energy sources have been neutralized.

TAG:

A tag must be securely attached to each lock. The tag used must have the name of person locking out the equipment and the expected completion date of repairs to the equipment.

RELEASE:

If it is assessed that everything is properly locked out, the Human Resources Officer will release the equipment for work to be done. Locks can only be removed by the owner. A written record of the lock-out will be kept on file.

COMPLETION OF MAINTENANCE/REPAIRS:

Upon completion of the maintenance/repairs, the Human Resources Officer will make a final inspection to ensure that all repairs are completed. The lock is removed by the person who put it on and the equipment brought on line.

3. Lock Out of Electrical Energy Sources:

Electricity is the most common energy source that needs to be locked out. For plugged in type of equipment, a personal lock is not necessary if the person doing the work keeps the plug in view and under control while working on the equipment. If the worker must leave the equipment, then a lock is required. Before doing any work, the worker must ensure that all moving parts have stopped and are secured. Only the worker who puts the lock in place may remove the lock.

COMMUNICATION:

1. The employer arranges for designated workers to be trained in lock out procedures.
2. Job requirements are communicated to each designated worker.
3. Persons who have placed tags on equipment are asked to remove their tags upon confirmation the work is complete.

TRAINING:

1. Designated employees required to lock out electrical energy sources will receive training.
2. The initial training will be provided before the designated employee is required to lock out an electrical energy source.
3. Training is provided for all new machinery, equipment or processes.
4. The training will include theory (legislative requirements, specific procedures) and practice (actual isolation of machinery or equipment).

EVALUATION:

Training records will be kept by administration.