

Administrative Procedure 3041 MR7

Safety Lockout Procedure

1. **General**

- 1.1 The safety lockout procedures in this regulation exist for the safety and protection of employees. They apply to all district employees who work with equipment requiring lockout and to contractors working for the district who do not have a working lockout program.
- 1.2 Safety lockout must be used in all cases where employees are in any way engaged in working on or cleaning power-driven equipment.
- 1.3 When a piece of equipment is known to be faulty and could cause injury or become damaged if operated, that equipment must be shut down and locked out in accordance with the procedures contained in this regulation.

2. **Knowledge of Lockout Procedure**

- 2.1 It is the responsibility of each employee who uses equipment requiring lockout to understand district lockout procedures and to observe those procedures at all times. Safety lockout protects the lives of workers. Failure to follow any safety lockout procedure is cause for disciplinary action.
- 2.2 All new employees are required to verify their knowledge of safety lockout procedures, if applicable to their duties, on their Record of New Employee Orientation, which is completed jointly by the employee and their supervisor.

3. **Definition of Terms**

3.1 Personal Locks

- 3.1.1 Each employee who requires them will be issued two (2) personal locks, with two (2) keys per lock. Both keys are kept in the employee's possession.

3.1.2 Each lead hand is issued six locks, which are available to employees for use as extra personal locks and which may be given to casual employees on a day-to-day basis.

3.2 Multiple Lockset

A set of twelve (12) locks, with two (2) keys per lockset. Both keys are kept with the lockset. The set is kept in the pipefitters' shop. Multiple locksets are to be used as personal locks when multiple locks are required.

3.3 Industrial Education Locksets

Two (2) locks, with two (2) keys per lockset, are available in every industrial arts classroom. The locks are kept in the care of the industrial arts teacher in each school.

3.4 District Equipment Locks

District locks are silver in colour, and are kept in all school janitor rooms. Each lock has only one key. They are not to be used as personal locks.

4. **Personal Lockout - General**

4.1 Two (2) personal locks will be issued to each employee who requires them.

4.2 Every personal lock must be marked or tagged to identify the person who owns the lock.

4.3 Personal locks must be put in place only by the person owning the lock and removed only by that person. If that person is unavailable to remove the lock, the personal lock removal procedure in number 6 below must be followed.

4.4 No employee may operate, move, or tamper with any equipment that bears a personal safety lock without first placing their own personal lock on that equipment.

4.5 Employees must not rely on oil, steam, air, or electricity to support equipment during repairs. Equipment must be blocked and the system bled before the equipment is worked on.

5. **Personal Lockout Procedures**

5.1 Each employee will place their personal safety lock at every position necessary in order to ensure the employee's safety.

5.2 Before work is started on any equipment, all hazards must be removed from the area and the equipment locked out to ensure the safety of the employee. To ensure that the equipment being locked out cannot be started, before commencing work on the equipment the employee will try the start button to confirm that the appropriate piece of equipment has been properly locked out.

- 5.3 Equipment may be shut down and/or de-energized only by authorized operators. An authorized operator or tradesperson must be called in to shut down or de-energize a piece of equipment when it is necessary to do so. When the equipment has been stopped and the power disconnected, the employee who requested the equipment shut down will then place their personal safety lock on the disconnect switch or breaker.
- 5.4 Prior to entering any tank, vessel, or man hole, employees will perform the appropriate tests to ensure that hazards from toxic or harmful gases do not exist and to ensure that the tank or vessel is not oxygen deficient.

6. **Personal Lock Removal Procedure**

- 6.1 Under normal conditions, a personal lock will be removed only by the employee who put the lock in place.
- 6.2 If extraordinary circumstances or emergency conditions require that a personal lock be removed and the employee who owns that lock is not available, the following steps must be taken:
 - 1. The employee who wishes the lock removed will contact the supervisor in charge.
 - 2. If the supervisor is unable to reach the owner of the lock on the premises, the supervisor will attempt to contact the employee at their home. If the employee cannot be contacted, the time of the phone call and the reason for the removal of the lock will be logged in the lock removal book located at the Maintenance office.
 - 3. The employee requesting removal of the lock and their supervisor will search the area where the lock is located to ensure that it is safe to remove the lock.
 - 4. The supervisor will determine if the equipment in question can safely be restarted.
 - 5. Only after steps 1 - 4 have been satisfactorily completed will the lock be removed.

7. **Multiple Locksets**

If the lockout of a piece of equipment requires multiple locks in order for the equipment to be worked on safely, a set of twelve (12) locks is will be made available to the employee on request to the employee's charge hand, lead hand, or supervisor. These locks are to be used in the same manner as the employee's two (2) personal locks. Multiple locksets are located at the Maintenance Department.

8. **Industrial Education Locks**

When required to isolate a piece of equipment in an industrial education classroom, locks may be obtained from the industrial education teacher.

9. **District Equipment Locks**

9.1 All personal locks must be removed when employees leave their jobs at the end of their shift. If a job is incomplete and removing a personal lock will leave the equipment in an unsafe condition, equipment must be locked out with district equipment locks, which are kept in the janitor room in each school.

9.2 When a district equipment lock is removed from a janitors' room, an employee must:

1. Complete an information tag, stating the reason the equipment in question is being left in a locked out state;
2. Sign and date the tag and attach it to the key of the lock being removed; and
3. Place the key on the hook in the janitor room from which the lock was removed.