

LOCK OUT OF POWER SOURCES

This policy exists to safeguard against accident or injury when an employee is required to adjust or repair machinery or equipment which is powered by any source of energy.

The following procedures must be used in the lock out of power sources:

1. For equipment and machinery that is powered by electricity:
 - a. Ensure that all power sources are turned off.
 - b. Apply a lockout device to the switch or switch box nearest the machine that is on the power line supplying that machine.
 - c. If such switch or switch box is not capable of being locked and there are no other lockable switches or boxes on that line then, from the panel, remove the fuse or lockout the circuit breaker, which controls the current to the equipment you are working on.
 - d. Where one or more persons are working on a piece of equipment then each shall apply their lockout device to the switch or breaker. In the case where a fuse was removed then, it shall be retained by the person who will be working on the equipment last.
 - e. Once the energy source has been disabled the equipment must be tested to ensure that all cycles are completed and that all potential energy is consumed.
 - f. Where live tests have to be conducted on the equipment, a person working on the equipment will assume control of the situation and all others who are required to be involved will take direction from that person in control.
 - g. After conducting all tests and prior to restoring the power source the last person to perform a task on the equipment will ensure that the equipment is properly assembled and that all guards have been replaced. Then and only then, the last person to work on the equipment can remove his/her lockout device or replace the fuse in the panel.
2. Where the machinery or equipment is powered by an engine, either directly or indirectly then:
 - a. Ensure that the ignition key is turned off and removed or
 - b. The battery is disconnected and a lock out device is attached to the connecting cables, or
 - c. The spark plug(s) is removed, or
 - d. All of the above, and
 - e. A lockout device is placed at the location(s) at which the engine was disabled.
 - f. Where there is one or more persons working on a piece of equipment then each shall

- apply their lockout device at the location(s) at which the engine was disabled. In the case where a spark plug or distributor was removed then, that part shall be passed on to the last person who will be working on the equipment.
- g. Once the energy source has been disabled, the equipment must be tested to ensure that all cycles are completed and that all potential energy is consumed.
 - h. Where live tests have to be conducted on the equipment, a person working on the equipment will assume control of the situation and all others who are required to be involved will take direction from the person in control.
 - i. After conducting all tests and prior to restoring the power source, the last person to perform a task on the equipment will ensure that it is properly assembled and that all guards have been replaced. Then and only then, the last person to work on the equipment can remove his/her lockout device or restore the ignition system to operational status.
3. Where machinery or equipment is powered by steam or air then:
 - a. Ensure that all sources of steam/air are turned off.
 - b. Apply a lockout device to the valve nearest the equipment that is on the line which supplies the equipment.
 - c. Where there is one or more persons working on a piece of equipment then each shall apply their lockout device to the valve.
 - d. Once the energy source has been disabled, the equipment must be tested to ensure that all cycles are completed and that all potential energy is consumed.
 - e. Where live tests have to be conducted on the equipment, a person working on the equipment will assume control of the situation and all others who are required to be involved will take direction from the person in control.
 - f. After conducting all tests and prior to restoring the power source, the last person to perform a task on the equipment will ensure that it is properly assembled and that all guards have been replaced. Then and only then, the last person to work on the equipment can remove his/her lockout device.
 4. Employees who lock out any energy/power source should not allow any other person to remove the lockout device.
 5. No person, other than the person who controls a lockout device, may have access to a key for such lockout device. Control keys for lockout devices will be kept in a secure lock box which will be under the control of the senior location manager or his/her designate.
 6. Each person who adjust or performs maintenance upon machinery or equipment will

- have least one lockout device in their possession and control, as well as access to sufficient lock lockout devices as they would reasonably require in the performance of their duties.
7. Employees who work with small power tools must ensure that those tools are disconnected from their power source prior to any repair, maintenance or accessory change being made.
 - a. Where the tool is powered by a gasoline engine then the spark plug wire must be disconnected prior to any repair, maintenance or accessory change being made.
 8. **Out of Service Tags** may be affixed, by a qualified maintenance person, to any equipment that is being repaired or serviced. Such tags may not be removed by anyone except the person who affixed, and signed the tag or by another qualified maintenance person who has inspected the equipment and certifies that it is safe to operate. No employee may operate any equipment to which an Out of Service Tag is affixed.
 - a. All equipment that is tagged Out of Service will be disconnected from all power sources which drive it.
 - b. All equipment that is tagged Out of Service will be identified to the Operations Management Team immediately.
 9. No person may undertake any repair, maintenance or accessory change unless they have been trained for such tasks.
 10. No person has the authority to override any lockout device of another person unless that override has been assessed and authorized by the Director of Operation or designate, in consultation with the person who affixed the lock out device and/or appropriate trades people and others familiar with the specific situation.

APPLICABLE FORMS OR PERMITS:

Lock out devices
Out of Service Tags

CAUTIONS:

Many accidents occurring from a lock out override result when someone, other than the maintenance person, restores the energy source.