



Lock Out Policy

The following excerpt is from the Occupational Health & Safety Act.

Part I – Sections 76,75,42,36

76. Where the starting of a machine, transmission machinery, device or thing may endanger the safety of a worker,
- (a) Control switches or other control mechanisms shall be locked out; and
 - (b) Other effective precautions necessary to prevent any starting shall be taken.

This policy has been created for all employees, contract employees, contractors and sub-contractors of Universal Mechanical & Construction Services.

Purpose

This policy is designed to prevent the use of faulty and unsafe equipment by management and staff members in order to circumvent any potential injuries on the job. A piece of equipment must be locked out if you, a co-worker or a contractor are performing maintenance on it and there is a possibility of an injury if the equipment started while it was being worked on. If a piece of equipment is found to be defective and may also cause an injury if used, then it must be locked out and taken out of service either until it has been repaired and has been authorized by a supervisor to put back into service or has been replaced.

Operational Guidelines

1. Always inspect any equipment you are about to use before actually using it. If the equipment is electrical, always check the cord and plug for signs of wear and tear or damage. If the equipment is mechanical, check for obvious signs of damage or cracks.
2. Check all hoses for signs of cracking or leaking.
3. Inspect all equipment for signs of damage before operating.

4. If you discover damage to a piece of equipment, go to the lock out board and obtain a tag and personally keyed lock. Remove all power sources then lock and tag it as being out of service and report it to your immediate supervisor. The supervisor will then place their lock on the lock out clasp beside the employee's lock.
5. Place blocks where appropriate to prevent the equipment from moving. If the equipment has sections that will close when the power is removed, place blocks to prevent that section from closing in order to prevent that section of it from closing and potentially causing an injury.
6. After the equipment has been locked and tagged out of service and all power sources have been eliminated, the supervisor will have all personnel leave the immediate area and then attempt to start the equipment to ensure that it will not operate. Each person placing a lock on the clasp must personally ensure that they have checked the equipment to see that all power sources have been removed, the equipment will not start and that it is safe to work on that equipment.
7. After all work has been completed on the equipment, the supervisor will have the employee remove their lock from the lock out clasp and lastly remove their own lock.
8. While you are working and see a piece of equipment tagged "Out", never ever try to use it! You are endangering yourself and others!
9. In the event that you are unsure whether or not a piece of equipment is safe to use, place a Lock Out tag on the equipment and then bring it to the attention of your supervisor.
10. In the case of electrical equipment having a frayed cord, there is another acceptable method of "locking out" the equipment. Disable the equipment by unplugging it, ensure there is no power to it, cut off the plug using pliers or wire cutters and tagging the equipment out of service. Report this immediately to your supervisor so that the equipment can be repaired or replaced. In the event the equipment is permanently wired, turn off the breaker and place the lock out clip and wire on that breaker.
11. Senior managers and supervisors will remove their Lock Out tags once the equipment has been repaired and is safe to use or has been replaced. Never remove the tags yourself! This is a direct violation of the Ontario Occupational Health & Safety Act and could lead to severe fines or even a jail sentence if you remove a tag and someone gets hurt!
12. If you are doing maintenance on a piece of equipment, it is imperative that this equipment is locked out so it cannot start under any circumstances. Place a "Do Not Operate" tag on the equipment with your name on the back of the tag. This will inform other employees that you are working on

- this equipment and it will not be returned to service by anyone other than you.
13. When working on gas or water lines, always bleed the lines first to eliminate any built up pressure before “breaking the line”. Go back two valves, turning them off and tag each valve to tell other employees that you are working on that line.
 14. Always check to ensure that all sources of energy have been neutralized. Hydraulic equipment may close when the power has been turned off. Place chocks where appropriate to prevent the equipment from closing and potentially injuring yourself or a co-worker.
 15. Before working on a new jobsite, have your supervisor review that company’s lock out procedures with the contracting company’s safety representative. Their safety representative and your supervisor will then determine and locate the appropriate lock out points. Carry your lock out tags, clasps and locks with you when going to a jobsite. If you do not have any of this equipment, go to Gerry Sutton or Peter Grawberger so they can arrange to provide you with it.

Summary

The purpose of this policy is to protect all of us from using equipment that is being repaired, worked on or is faulty and has the potential to cause a serious injury. We all need to be a Brothers/Sisters keeper and look out for one another. If you have any questions or concerns, please talk to your supervisor or contact Bill Godkin at www.CEsafety.com.

Lock Out Equipment



