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<b>Title:</b>	Lockout/ Tag Out Policy
<b>Adopted on:</b>	February 26, 2020
<b>Adopted by:</b>	City Manager
<b>Jurisdiction:</b>	Safety Coordinator
<b>Revision Date:</b>	February 18, 2022

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**1. PURPOSE**

The intent of the Policy is to demonstrate the City of Weyburn’s commitment to the Health and Safety of its employees. This Policy is to provide the necessary guidance and direction to the City of Weyburn’s employees in an effort to prevent injury or incident during the adjustment, servicing or maintenance on equipment.

**2. SCOPE**

The conditions within this policy will be followed at all work sites owned or operated by the City of Weyburn including outside contractors, sub-contractors or service personnel; where employees are required to isolate an energy source to accommodate the adjustment, servicing or maintenance of equipment.

**3. GLOSSARY**

**Assigned Lock**

Refers to a lock for which the worker personally controls the key.

**Authorized Person**

Refers to a person who has been authorized by a supervisor to perform the maintenance work being conducted. May refer to an employee, student or contractor.

**Control Device**

Means the device controlling the flow of power to the machinery or equipment and includes, but is not limited to: switches, circuit breakers, valves and clutches. In the case of electrical controls, it means the device controlling the flow of current to the branch circuit which supplies power to the machinery or equipment.

**Control Power**

A term often used to refer to the energy source which powers only the control circuit for the machinery or equipment, rather than the machine or equipment itself.

**Disconnect**

A mechanism which disconnects the machinery or equipment from the power source. (See "control device").

**De-energize**

The complete absence of hazardous energy. Disconnected from all sources of energy and not containing residual or stored energy.

**Energized**

Connected to a direct, regulate, or restrain hazardous energy.

**Hazardous Energy**

See “power source”

**Jerry-Rigged**

Organized or constructed in a crude or improvised manner.

**Intermediate Disconnect**

Refers to a control device installed between the main motor control centre [MCC] and the piece of machinery. The Intermediate disconnect is usually located near the machinery to be serviced. These devices are often used for the convenience of workers to reduce time delays which might occur by having to go to the MCC to perform lock-out functions. Where such devices are installed for the purposes of lock-out, they shall simultaneously disconnect both the motor and the motor control circuits (control power) from their sources of supply.

**Lock Out**

Is the term applied to a system or procedure designed to control all situations where the unexpected energization, start-up or release of stored energy of the equipment, machinery or process, would be likely to endanger or injure personnel. Also may be used to refer to the actual task of applying proper locks.

**Lock Out Device**

A mechanical means of locking that uses an individually keyed lock to secure an energy isolating device in a position that prevents energization of a machine, equipment or a process.

**Lock – out Loop**

Refers to the loop provided on the handles of electrical disconnects, or in specialized lock-out devices for the purpose of attaching locks or multiple lock attachments.

**LO/TO**

Refers to the process of Lock Out and Tag Out

**Maintenance**

Means the work of keeping the machine or equipment in a safe operating condition and includes, but is not limited to: repairing, adjusting, cleaning, lubricating and the clearing of obstructions to the normal flow of material.

**Motor Control Centre (MCC)**

Usually refers to a centralized location of the main control devices which service the machines or equipment of a given area. These centres may be located some distance from the machinery which they serve.

### Multiple Lock Attachment

Means a device designed to be used to secure a control device in the "off" position and has the provision to accommodate several locks. Includes device commonly called "scissors clips", etc. May also include the use of cable lock systems, chains, etc.

### Personal Lock

A lock provided by the employer for use by a worker to ensure personal lockout protection.

### Personal Tag

A tag that is used in conjunction with a lock. It gives the details of the job and the worker who has locked out the machine, equipment or process.

### Plug-in Equipment

Includes electrical equipment or machinery which is not wired directly to its power source, but uses an electrical wire or cord fitted with a pronged plug on the end of the cord.

### Power Source

Means **any** source of power which provides the energy required to drive a piece of machinery or equipment and includes, but is not limited to: electrical, steam, hydraulic, water, air, mechanical radiation, and thermal forms of energy. Also includes any elevated object or part which could injure or endanger a worker in the event that it unexpectedly moved.

### Tags

Refers to "Do Not Operate" tags or other similar label used to indicate that the device is not to be operated. **THESE TAGS MUST ONLY BE USED WITH THE APPROPRIATE LOCK-NEVER ON THEIR OWN!**

**In this standard equipment, machines and processes will hereafter collectively be referred to as equipment.**

Category	Hazardous Energy Sources	General Isolation Methods
Electrical	<ul style="list-style-type: none"> <li>• Power transmission line</li> <li>• Generators</li> <li>• Conductors</li> <li>• Motors</li> <li>• Capacitors</li> <li>• Solenoids</li> <li>• Batteries</li> </ul>	<ul style="list-style-type: none"> <li>• Turn off equipment &amp; ground</li> <li>• Turn off power at main disconnect</li> <li>• Lock and tag main disconnect</li> <li>• Fully discharge all capacitive systems</li> </ul>
Mechanical	<ul style="list-style-type: none"> <li>• Blades</li> <li>• Flywheels</li> </ul>	<ul style="list-style-type: none"> <li>• Turn off equipment</li> </ul>







	<ul style="list-style-type: none"> <li>• Springs</li> <li>• Actuators</li> <li>• Counterweights</li> <li>• Raised loads</li> <li>• Top or movable part of press or lifting device</li> <li>• Reciprocating motions</li> <li>• Pinch points</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all power sources are disconnected</li> <li>• Review entire cycle of mechanical motion</li> <li>• Release all stored energy where possible</li> <li>• Stop and block any possible machine part movements</li> <li>• Block material from moving into area or work and block as required</li> <li>• Lock and tag energy source</li> </ul>
Pressurized Liquids and Gases	<ul style="list-style-type: none"> <li>• Supply lines</li> <li>• Storage tanks and vessels</li> </ul>	<ul style="list-style-type: none"> <li>• Turn off equipment</li> <li>• Ensure all power sources are disconnected</li> <li>• Depressurize system</li> <li>• Bleed off excessive liquids or gases</li> <li>• Isolate all inlet and outlet piping by disconnecting, inserting blinds or use of a double block and bleed device</li> <li>• Lock and tag valves and other energy sources</li> </ul>
Hydraulic	<ul style="list-style-type: none"> <li>• Presses</li> <li>• Rams</li> <li>• Cylinders</li> <li>• Hammers</li> <li>• Shears</li> <li>• Punches</li> <li>• Drives</li> <li>• Hose and line failure</li> </ul>	<ul style="list-style-type: none"> <li>• Turn off equipment</li> <li>• Ensure all power sources are disconnected</li> <li>• Bleed off liquids</li> <li>• Isolate all inlet and outlet piping by disconnecting, inserting blinds, or use of a double block and bleed device</li> <li>• Lock and tag valves and other energy sources</li> </ul>







Pneumatic	<ul style="list-style-type: none"> <li>• Air lines</li> <li>• Pressure reservoirs</li> <li>• Accumulators</li> <li>• Air surge tanks</li> <li>• Rams</li> <li>• Cylinders</li> <li>• Tools</li> </ul>	<ul style="list-style-type: none"> <li>• Turn off equipment</li> <li>• Ensure all power sources are disconnected</li> <li>• Block valves upstream and downstream</li> <li>• Bleed off air</li> <li>• Isolate all inlet and outlet piping by disconnecting, inserting blinds, or use of double block and bleed device</li> <li>• Lock and tag valves and other energy sources</li> </ul>
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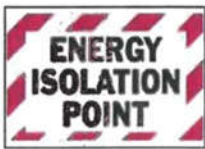
**Lock Out Devices**

There are several tools and devices that may be used for lockout of equipment. All lock out devices used shall be appropriate for the intended function and able to withstand the usage environment. Homemade or jerry-rigged lock out devices are not permitted.

Examples of common types of lock out devices are presented below. This list presented is not considered a completed list of available devices.

Lockout Device	Example*
<p>Lock – A lock is a device used to lock out energy sources from equipment or components of that equipment.</p>	
<p>Hasp – A device that permits the attachment of multiple locks to a piece of equipment.</p>	
<p>Cable – A lockout device intended for unusual energy isolating devices that are difficult to lockout.</p>	
<p>Circuit breaker pole lockout device - Locks levers in off position to isolate and prevent breaker use.</p>	
<p>Plug lock – A device used to enclose and secure an electrical plug so that it cannot be connected to an electrical source.</p>	
<p>Wall switch lockout - Locks switch in either on or off position.</p>	

Lockout Device	Example*
<p>Push button cover – A device to cover push button switches.</p>	
<p>Valve lock – A device that isolates and secures valves from being opened.</p>	
<p>Ball valve lock device - A device that isolates and secures valves from being opened.</p>	
<p>Pneumatic lock – A device used to isolate and secure equipment from compressed air energy sources.</p>	
<p>Gas cylinder cap – A device to prevent valve opening.</p>	
<p>Lock box – A device used to minimize the number of locks used when several individuals are working on the same piece of equipment or machinery.</p>	

Lockout Device	Example*
<p>Lockout tags – Are labels attached to lockout devices to provide additional information and warnings about the equipment/machinery that have been locked out.</p>	
<p>Warning tags – Are labels attached to machines or equipment to provide additional information and warnings.</p>	
<p>Energy isolation labels – Identification labels for energy isolation points on machines, equipment and processes.</p>	

\*Images Courtesy of Hansen Supply

#### **4. RESPONSIBILITIES**

##### **4.1 Owner/Operator**

It is the responsibility of the City of Weyburn to ensure that:

- The infrastructure, management systems, training and resources and activities required by the overall safety program are in place;
- Expectations for safety, health and personal security and environmental issues are communicated;
- Full compliance with regulatory requirements;
- Responsible and accountable for the activities of the management team; and
- Support managers and ensure they are implanting and enforcing this policy.

##### **4.2 Safety Coordinator**

It is the responsibility of the Safety Coordinator to ensure that:

- That the requirements of this policy are implemented, documented and maintained on a continual basis;
- Employees have been trained and understand how to preform LO/TO properly and in accordance to this policy; and
- Written LO/TO procedures are prepared for machines, equipment; processed in all City of Weyburn locations.

##### **4.3 Department Director/City Manager**

It is the responsibility of City of Weyburn management to ensure that:

- This policy is understood by all employees and contractors who may be affected by the requirement to utilize lockout-tagout systems;
- To provide the resources necessary for all work locations to effective implement this policy; and
- Ensure contractors performing servicing or maintenance work in their area comply with lockout/tagout procedures.

##### **4.4 Supervisors**

It is the responsibility of supervisors:

- Identify deficiencies and report them to management and/or Safety Coordinator;
- Notify their manager/Safety Coordinator when training is required;
- Identify machines, equipment or processes in their area(s) that possess hazardous energy and are required to be included in the lockout/tagout program;
- Providing equipment, materials and protective devices necessary to perform work safely;
- Conduct regular refresher training with regards to the City of Weyburn's LO/TO program;
- Ensuring authorized employees under their control understand and apply lockout/tagout procedures;
- In coordination with Safety Coordinator and Human Resources Manager enforce this policy through the Human Resources Discipline Policy.

##### **4.5 Workers**

It is the responsibility of the worker to:

- Assist in the development of lockout/tagout procedures for machines, equipment, tools or processes in their area;
- Apply the conditions and requirements of this lockout – tagout policy and any associated site specific procedures;
- Use the one lock, one key, one tag per person system in every task they are completing with regards to LO/TO;
- Inform the supervisor if they do not understand the task or cannot perform the task; and
- Report any deficiencies or problems with equipment or the procedure to their supervisors or Safety Coordinator.

#### **4.5 Contractors/Subcontractors/Suppliers**

Where a contractor is undertaking work for City of Weyburn, the contractor has the prime responsibility for ensuring that their workers and all subcontractor personnel are familiar with and comply with these lock-out and tagging procedures and with the *Occupational Health & Safety Act and Regulations*.

Where the work of a Contractor and the City of Weyburn personnel overlaps and lock-out is anticipated, a pre-job meeting must be held to discuss the specific responsibilities of both parties. City of Weyburn personnel will be the first to install and the last to remove their locks. Accordingly, the City of Weyburn representative who removes the lock last shall ensure that the equipment or machinery can be operated safely.

***This lock-out and tagging procedure is a minimum requirement and does not relieve the Contractor from complying with their corporate lock-out procedures where they exceed these standards.***

Contractors/subcontractors are responsible for:

- Providing their own locks, tag and lockout devices;
- Removing their own locks, tags and lockout devices when the maintenance or servicing work has been completed; and
- Contractors must communicate their lockout procedures to any City of Weyburn personnel who may be affected by their procedures.

## **5. REFERENCE**

Saskatchewan's *The Occupational Health and Safety Regulations, 2020*, Part 10 Machine Safety

## **6. LEGISLATION**

The *Occupational Health and Safety Regulations, 2020*, specifies minimum requirements for machine safety, which includes locking out machines prior to performing work on them.

According to Section 10-6(1) of the Regulations:

Subject to section 10-7, before a worker undertakes the maintenance, repair, test or adjustment of a machine other than a power tool, an employer or contractor shall ensure that the machine is locked out and remains locked out during the activity, if not doing so would put the worker at risk.

Under Section 10-6(3) of the regulations, employers are required to provide written lockout processes to each worker who is required to work on a machine.

The Saskatchewan Occupational Health and Safety Regulations are available in the Ministry of Labour Relations and Workplace Safety Website, <http://www.lrws.gov.sk.ca/>

## 7. PROGRAM/PROCEDURE

### 7.1 Equipment and Hardware

- Each employee working on lock out of equipment shall have his/her own lock, there shall be only one key for each lock on site. This is to prevent someone from being able to remove the lock.
- Locking devices shall be durable construction capable of withstanding exposure to the atmosphere in which they are to be installed.
- Locking devices shall be of substantial construction capable of preventing removal without the use of excess force or special tools.
- Locking devices shall be identified with a hazard warning tag with a legend such: DO NOT START, DO NOT OPERATE, etc. the tag shall also contain the employees name, date and company name.
- City of Weyburn employees shall note work on live, energized or running equipment.

### 7.2 REQUIREMENT AND RESPONSIBILITIES

Sequence: before proceeding with work on any equipment, the authorized personnel performing the work shall utilize the following safety measures, in the order they are listed.

**Note: "HOT WORK" on electrical circuits is ONLY permitted as a last resort.**

Application of a lock out device:

- Identify and locate the specific circuit, tool, or equipment to be worked on.
- Become familiar with the types and magnitudes of energy, the hazards of the energy, and the means to control the energy on the circuit, tool or equipment.
- Notify all affected personnel before shutting down and ensure the proper shutdown procedure is used.
- All energy isolating devices need to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine from the energy source.

**Note: There are times when equipment movement is necessary and LO/TO is not practical. Contact your supervisor if this happens.**

- Lock out devices shall be affixed in a manner that will hold energy isolating device in the open (OFF) position. place hazard warning identification tag on lock out device.
- Following application of locking devices, all potentially hazardous stored energy shall be relieved. This shall be done by disconnection, restraining, landing hydraulic devices or otherwise rendered safe.
- Before starting work on any circuit, tool or equipment that has been locked out, verify that isolating and deactivation of the equipment has been accomplished effectively. Attempt to operate equipment. Check electrical circuits with the approved test equipment to ensure the lock out is effective.

- De-installation of existing tools, lighting or equipment require that each connected breaker serving the tool, fixture or equipment be provided with a lock and tag.
- Circuits that are to be installed or worked on that are powered from breakers located in sub-panels with lockable door fronts will be locked out by installing a breaker-handle locking clamp and hazard tag on the breaker involved.

### **7.3 Removable of lock out device**

- When the work is completed and the circuit, tool or equipment is ready to return to operation, the following steps shall be taken:
- Check the machine and the immediate area to ensure all tools, equipment and nonessential items have been removed, and the machine components are operational.
- Check the work area to ensure all personnel have been safely positioned and informed that the machine is about to become operational.
- Verify the controls are in neutral.
- Remove the lock out devices from the equipment. **ONLY the employee, who installed the device shall remove the locking device!**
- Notify the affected personnel that the equipment is energized and ready to operate.

### **7.4 Removal of locks**

- **ONLY** the employee who installed the lock shall remove the lock from an energy-isolating device. When the employee is not available to remove his/her lock(s), the lock(s) may be removed under the direct supervision of the City of Weyburn Safety Coordinator providing he/she has:
- Verified that the employee who applied the lock is not at the facility.
- Made every reasonable effort to contact and inform the employee the the lock is being removed.
- Thoroughly examined the machine and surrounding area to ensure removal of work tools, materials and equipment and that the machine components are operational.
- Taken positive steps to ensure the employee is made aware of the lock removal before returning to work.
- Inspected all work that has been performed to ensure completion and that the equipment can be re-energized.

### **7.5 Shift Changes**

In cases where equipment must remain locked out between shifts, the employee will ensure that the lock out device is on the isolating device prior to leaving the job.

When equipment will be out of service for an extended period of time, there will be multiple shifts working, or other extenuating circumstances, the supervisor in charge may develop an alternate lock out procedure for that equipment. The alternate lock out procedure must be approved by the City of Weyburn or the Safety Department, discussed fully with each employee on shift and documented before the beginning of the work.

At the point of the shift change, the employee coming on the job will reinitiate the LO/TO procedure.

### **7.6 Employee Training**

The City of Weyburn is responsible for informing and training employees on this program. Employees will receive training on the following:

- Sources, types and magnitudes of hazardous energy available at the equipment where work will take place.
- Purpose, means, methods and procedures of energy isolation and control.
- Working with other trades or services that may need access to the same equipment

**7.7 Training shall take place as follows:**

- at the time of hire
- annually, or whenever procedures change
- whenever starting a job on new equipment that will require LO/TO
- When it is believed that employees violate procedures or failure to understand them

**\*\*Failure to comply with this policy will result in discipline up to and including termination through the City of Weyburn's Discipline Policy\*\***