Lockout & De-Energization Policy

This Model Policy is based on BC rules but can be adapted to meet the lockout tagout requirements set out in the OHS regulations of any jurisdiction.

1. **PURPOSE**

ABC Company has adopted this Policy to prevent amputation, crushing, electrocution, and other injuries to personnel performing maintenance work on machinery and equipment in accordance with the BC Workers Compensation Act ("Act"), the Occupational Health and Safety Regulation ("Regulation"), the ABC Company Occupational Health and Safety Program ("OHS Program"), and other applicable requirements and standards.

2. **DEFINITIONS**

For purposes of this Policy:

- **"Board"** means the BC Workers' Compensation Board;
- **"Control system isolating device"** means a device that physically prevents activation of a system used for controlling the operation of machinery or equipment;
- **"Energy isolating device"** means a device that physically prevents the transmission or release of an energy source to machinery or equipment;
- **"Energy source"** means any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other source of energy of potential harm to workers;

- **“Key securing system”** means a system which physically prevents access to keys when locks or positive sealing devices are used in a group lockout procedure;
- **“Lockout”** means the use of one or more locks to render machinery or equipment inoperable or to isolate an energy source in accordance with a written procedure;
- **“Maintenance”** means work performed to keep machinery or equipment in a safe operating condition, including installing, repairing, cleaning, lubricating, and clearing of obstructions to the normal flow of material;
- **“Mobile equipment”** means a wheeled or tracked vehicle powered by an engine or motor, together with attached or towed equipment, but not a vehicle operated on fixed rails or tracks;
- **“Normal production”** means work that is routine, repetitive, and integral to the normal use of machinery or equipment for production;
- **“Personal lock”** means a lock provided by ABC Company for use by a worker to ensure personal lockout protection such that each lock when applied is operable only by a key in the worker’s possession, and by a key under the control of the supervisor or manager in charge;
- **“Power system”** means all plant and equipment essential to the generation, transmission, or distribution of electricity, including any plant or equipment that is out of service, being constructed, or being installed;
- **“Practicable”** means that which is reasonably capable of being done, a standard applied in determining what safety measures to implement to control a hazard;
- **“Qualified”** means being knowledgeable of the work, the hazards involved, and the means to control them by reason of education, training, and/or experience.

3. **POLICY STATEMENT**

ABC Company recognizes that workers performing maintenance on machinery and equipment may be injured as a result of

unintentional movement, unexpected energization, or start-up of the equipment, or release of stored energy.

ABC Company has conducted a hazard assessment to identify and evaluate these hazards and implement controls necessary to manage them, including adopting Lockout Procedures ("Lockout Procedures") setting forth detailed procedures and requirements for performing specific maintenance operations on particular machinery and equipment.

Basic Rule: If the unexpected energization or startup of machinery and equipment or the unexpected release of an energy source could cause injury, the energy source must be isolated and effectively controlled in accordance with this Policy and the Lockout Procedure that applies to the particular machinery and equipment and maintenance involved.

4. **SCOPE**

4.1. Workers Covered by This Policy

ABC Company is committed to protecting the health and safety of all workers at its site regardless of who pays or employs them. Accordingly, this Policy is intended to protect:

- Full- or part-time workers employed by ABC Company;
- Temporary employees placed by an outside agency to work at the site;
- Contract labourers engaged to perform work at the site;
- Volunteers who work at the site for free; and
- Workers employed by prime contractors, contractors, and subcontractors to perform work at the site under a contract with ABC Company.

4.2. What This Policy Does Cover

This Policy establishes general safety lockout and de-energization requirements for performing maintenance on machinery and equipment.

4.3. What This Policy Does Not Cover

The actual technical methods of lockout and de-energization required for particular operations are not set out in this Policy but rather in the Lockout Procedure(s) that applies to the specific maintenance operations to be conducted and the particular machinery or equipment being maintained. Such Lockout Procedures will be made available to and must be followed by all personnel who are involved in the maintenance of machinery or equipment covered by those Lockout Procedures.

5. WHEN LOCKOUT IS REQUIRED

5.1. Lockout for Maintenance of Machinery/Equipment Used for Normal Production Work

If machinery or equipment is shut down for maintenance, no work may be done until:

- All parts and attachments have been secured against inadvertent movement;
- Where the work will expose workers to energy sources, the hazard has been effectively controlled; and
- The energy isolating devices have been locked out as required by the Regulation (as incorporated into this Policy).

The above measures are also required for machinery or equipment in use for normal production work if:

- The work activity creates a risk of injury to workers from either:

1. Movement of the machinery or equipment; or
2. Exposure to an energy source;

AND

- The machinery or equipment is not effectively safeguarded to protect the workers from the risk.

5.2. When Application of Locks Is Not Required

Application of a lock is not required under Section 5 of this Policy if either:

- The energy isolating device is under the exclusive and immediate control of the worker at all times while working on the machinery or equipment; or
- A tool, machine, or piece of equipment which receives power through a readily disconnected supply, such as an electrical cord or quick release air or hydraulic line, is disconnected from its power supply and its connection point is kept under the immediate control of the worker at all times while the work is being done.

6. LOCKOUT PROCEDURES

When lockout of energy isolating devices is required, those devices must be secured in the safe position using locks in accordance with the applicable Lockout Procedure(s). ABC Company will ensure that each worker required to lock out has ready access to personal locks that are sufficient to implement the required Lockout Procedure. The Lockout Procedure must specify that combination locks may not be used for lockout. The Lockout Procedure must require that each personal lock be marked or tagged to identify the person who applies. The Lockout Procedure(s) must provide for implementation of procedures for shift or personnel changes, including the orderly transfer of control of locked out energy isolating devices between outgoing and incoming workers.

If the use of a personal lock is not practicable for lockout, another effective means that is approved by the Board may be used instead of a personal lock to secure an energy isolating device in the safe position. When an energy isolating device is locked out, the Lockout Procedure must stipulate that the lock must not prevent access to other energy isolating devices supplying machinery or equipment that could cause injury to

workers.

7. **VERIFICATION OF LOCKOUT**

The Lockout Procedure must:

- Provide for (and workers must use) a means to verify the lockout;
- Require workers to verify that all energy sources have been effectively locked out before work begins; and
- Require affixing the ABC Company Lockout Notification Tag to the machinery or equipment or use another conspicuous method to notify personnel that a lockout is in effect.

8. **WORKER RESPONSIBILITIES**

Each worker who works on machinery or equipment requiring lockout is responsible for:

- Locking out the energy isolating devices before starting work (except where a group lockout procedure that meets the requirements of Section 10 below is used);
- Removing personal locks upon completing his/her work; and
- Maintaining immediate control of the key(s) to personal locks throughout the duration of the work.

9. **REMOVAL OF LOCKS**

Lockout Procedures must provide for the safe removal of locks in accordance with the following requirements (which are set out in the Regulation):

- A personal lock must be removed only by the worker who installs it;
- If the worker who installs the lock is not available to remove it, the matter must be referred to the supervisor or manager in charge, who will then be responsible for the lock’s removal;

- The supervisor or manager in charge must:
    - Make every reasonable effort to contact the worker who installed the lock;
    - Where efforts to reach the worker are unsuccessful, the supervisor or manager in charge will be allowed to remove the lock after ensuring that the machinery or equipment can be operated safely and it is safe to remove the lock;
    - The supervisor or manager in charge who removes a lock installed by a worker in accordance with this Policy must complete the Lock Removal Form to document the procedures taken to contact the worker who placed the lock and remove the lock;
- A worker must be notified at the start of his/her next shift if the worker's personal lock(s) have been removed since the worker's previous shift.

10. **GROUP LOCKOUT PROCEDURE**

10.1. When Group Lockout Is Permitted

A group lockout procedure may be used where a large number of workers are working on machinery or equipment or a large number of energy isolating devices must be locked out as long as the group lockout procedure meets all of the following requirements (which are set out in the Regulation):

- The group lockout procedure makes two qualified workers responsible for:
    - Independently locking out the energy isolating devices;
    - Securing the keys for the locks used for independently locking out the energy isolating devices with either personal locks or other positive sealing devices acceptable to the Board; and
    - Completing, signing, and posting the Group Lockout Checklist that identifies the machinery or

equipment components covered by the lockout;

- Before starting work, each worker working on the locked out components must apply a personal lock to the key securing system used for the group lockout;
- Workers may lock out a secondary key securing system if two qualified workers lock out the primary key securing system and place their keys in the secondary system;
- On completing his/her work, each worker referred to in the above two bullets must remove his/her personal lock from the key securing system;
- When the requirements of the above bullet are met and it is determined that it is safe to end the group lockout, two qualified workers must be responsible for removing their personal locks or the positive sealing device(s) from the key securing system(s) containing the keys for the locks used for independently locking out the energy isolating devices and once those keys are released, the system will no longer be considered locked out;
- The group lockout procedure must be conspicuously posted at the place where the system is in use.

10.2. When Application of Locks Is Not Required

Application of a lock is not required for a group lockout procedure under Section 10.1 of this Policy if either:

- The energy isolating device is under the exclusive and immediate control of the worker at all times while working on the machinery or equipment; or
- A tool, machine, or piece of equipment which receives power through a readily disconnected supply, such as an electrical cord or quick release air or hydraulic line, is disconnected from its power supply and its connection point is kept under the immediate control of the worker at all times while the work is being done.

11. **ALTERNATIVE PROCEDURES IF LOCKOUT IS NOT PRACTICABLE**

If lockout of energy isolating devices required by Section 6

is not practicable:

- In the case of a power system, the requirements of Part 19 of the Regulation must be followed;
- In the case of mobile equipment, the requirements of Part 16 of the Regulation must be followed;
- In the case of machinery or equipment designed and equipped with control system isolating devices, the devices must be locked out as required by the above requirements and the final bullet contained in this Section 11; and
- In an emergency, the energy isolating devices or control system devices must be effectively controlled to prevent inadvertent start up or release of hazardous energy.

Control system isolating devices and the procedures for using them must be approved in writing by the Board and be used only by workers qualified and authorized to carry out the work.

12. **WORK ON ENERGIZED EQUIPMENT**

If it is not practicable to shut down machinery or equipment for maintenance, only the parts that are vital to the process may remain energized and the work must be performed by workers who:

- Are qualified to do the work;
- Have been authorized by ABC Company to do the work; and
- Have been provided with and follow the Lockout Procedure(s) that applies to the work.

13. **PRIME CONTRACTORS, CONTRACTORS & SUBCONTRACTORS**

ABC Company will ensure that all contractors and subcontractors that are hired to perform or affected by work projects at ABC Company work sites that are covered by this Policy and by ABC Company's Lockout Procedures are:

- Notified of the hazards the work involves;
- Notified of this Policy and the applicable Lockout

Procedure(s) in place at the work site;
- Required to make their own workers aware of and ensure that those workers comply with this Policy and applicable Lockout Procedure(s).

ABC Company will ensure that prime contractors in charge of work at ABC Company work sites that involves or affects work operations covered by this Policy and ABC Company Lockout Procedures:

- Are notified of the hazards the work involves;
- Receive a copy of this Policy and any Lockout Procedure(s) that apply to the work;
- Ensure that prime contractors protect the workers engaged in or affected by the work that involves exposure to the hazards this Policy addresses by either:

1. Directly following this Policy and applicable Lockout Procedure(s); or
2. Applying an equivalent procedure(s) that is:

- Suitable for the workplace and machinery, equipment, and operations performed;
- Meets the requirements of this Policy and Part 10 of the Regulation;
- Is coordinated with the applicable Lockout Procedure(s); and
- Provides equal or greater protection to workers as this Policy and applicable Lockout Procedure(s) do.

14. **TRAINING**

Workers responsible for carrying out maintenance and other operations requiring lockout and de-energization will receive training on how to properly conduct such procedures and follow the Lockout Procedure(s) applicable to the work. This training will be conducted during orientation.

15. **EVALUATION**

The workplace Joint Health and Safety Committee or Health and Safety Representative will review lockout logs as part of the routine monthly workplace inspection and report their findings. This Lockout Policy will also be reviewed at least once a year and more frequently where circumstances suggest that such review is needed.

Legislation/Regulations/Standards

Workers Compensation Act, RSBC 1996, c 492

Occupational Health and Safety Regulation, BC Reg 296/97