Lockout – Know the Laws of Your Province

When are lockout procedures required and what must they contain’

Machinery and equipment typically has to be shut down before it can be safely serviced, cleaned, repaired or adjusted. But machines may unexpectedly start up while workers are servicing them. The result is typically death or dismemberment. That’s why OHS laws require employers to implement procedures to ensure that machines being serviced are not only turned off but isolated from their energy source and that the system is drained of any stored or residual energy. Then, only after somebody verifies that the machine is totally inoperable and poses no risk of unexpected activation can the servicing work begin. The name for this method is “lockout” and here are the OHS lockout rules in each part of Canada.

Lockout and Control of Hazardous Energy

FEDERAL

When Lockout Required: Before performing repair or maintenance work on a machine which requires the removal of a machine guard [COHS Regs., Sec. 13.6(1)]

When Lockout Not Required: Lockout not required if it’s “not

feasible” to lock out the machine as long as person performing the work: a. Follows written instructions provided by employer to ensure that any hazard “isn’t significantly greater than it would be if the machine had been locked out”; b. Gets employer’s written authorization each time work is performed, and c. Works under the direct supervision of a qualified person [COHS Regs., Sec. 13.6(2)]

Lockout Process: Employer must provide written lockout procedure [COHS Regs., Sec. 13.6(1)]

ALBERTA

When Lockout Required: Employer must ensure that no worker performs service, repair, test, adjustment or inspection work on machinery, equipment or powered mobile equipment (which, for simplicity’s sake, we’ll refer to collectively as “machinery”) until it’s properly locked out or otherwise rendered inoperative to prevent accidental activation in a way that provides equal or greater protection than the required lockout [OHS Code, Sec. 212(1)]

When Lockout Not Required: a. Lockout not required if: (i) the manufacturer’s specifications require the machinery to remain operative when it’s serviced, repaired, tested, adjusted or inspected; or (ii) there are no manufacturer’s specifications and it’s not reasonably practicable to lockout; and b. In either case, the employer must develop and implement safe work procedures for the service, repair, testing, adjustment or inspection of the machinery [OHS Code, Sec. 212(2)]

Lockout Process: Before work begins: a. The machinery must be turned off; b. All hazardous energy at the location where the work is to be carried out must be isolated by activation of an energy-isolating device (or the machinery must be otherwise rendered inoperative so as to prevent its accidental activation and provide equal or greater protection than lockout); and c. The energy–isolating device must be properly

secured and verified as secured by one of the following methods:

- Individual workers working at site who: a. each place a personal lock that's individually marked or tagged to identify the worker who placed it on each energy-isolating device; and b. verify that the hazardous energy source has been effectively isolated—if there are more than one workers at the site, verification must be carried out by the first worker to place a lock; c. employer must also ensure: (i) that another authorized worker attaches a personal lock before removing the reassigned or departing worker's lock, or there's an effective and orderly transfer of control if a worker who places a personal lock is reassigned before the work is completed, or the work is extended from one shift to another; and (ii) the name of the worker to whom a personal lock or identification tag is assigned is readily available during the time a hazardous energy source is isolated [OHS Code, Sec. 214]
- Group procedure that's "readily available" to workers at the site: a. Each worker working at each location requiring hazardous energy control must apply a personal lock to a lockbox or other key securing system before working on the machinery; b. Once all required energy-isolating devices are activated by a worker designated by the employer, the employer must ensure that a designated worker: (i) secures all energy-isolating devices; (ii) secures any keys for the devices to a key securing system like a lock box; (iii) completes, signs and posts a checklist identifying the machinery or equipment covered by the hazardous energy control procedure; and (iv) verifies and documents that all sources of hazardous energy are effectively isolated; c. If a worker who's placed a personal lock is reassigned before the work is completed, or the work is extended from one shift to another, employer must ensure that

there’s an effective and orderly transfer of control of the reassigned or departing worker’s personal lock; and d. upon completing the work, the designated worker referred to in subsection (b) must remove his or her personal lock from the key securing system [OHS Code, Sec. 215]

- Complex group control procedure, which employers can use as long as they follow the requirements of OHS Code, Sec. 215.1

Lock Removal Process: a. Only the person who installs a personal lock or other securing device is allowed to remove it unless one of the individual, group or complex group lockout exceptions applies; b. However, if an emergency arises and the worker who placed the lock or securing device isn’t available, a worker designated by the employer may remove it in accordance with a procedure that includes verifying that no worker will be in danger due to the removal; c. Employer must ensure that securing devices aren’t removed until: (i) each involved worker is accounted for; (ii) any personal locks placed by workers under the isolation verification process are removed; (iii) procedures are implemented to verify that no worker is in danger before a worker removes the securing devices and the machinery is returned to operation [OHS Code, Sec. 215.3]

BRITISH COLUMBIA

When Lockout Required: a. If the unexpected energization or startup of machinery or equipment or unexpected release of an energy source could cause injury, the energy source must be isolated and effectively controlled; b. If machinery or equipment is shut down for maintenance, no work may be done until: (i) all parts and attachments are secured against inadvertent movement; (ii) where the work will expose workers to energy sources, the hazard is effectively controlled; and (c) The energy isolating devices are properly locked out [OHS

Reg, Secs. 10.2 and 10.3]

When Lockout Not Required: Applying a lock isn't required if: a. 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 b. A tool, machine or piece of equipment which receives power through a readily disconnected supply, like 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 work is being done [OHS Reg, Sec. 10.11]; In addition, Sec. 10.10 allows for use of alternative procedures in certain specific situations

Lockout Process: a. If lockout of energy isolating devices is required, the devices must be secured in the safe position using locks following procedures made available to all workers required to work on the machinery or equipment; b. Employer must ensure that each worker required to lock out has ready access to sufficient personal locks to implement the required lockout procedure; c. There must be procedures for shift or personnel changes that provide for the orderly transfer of control of locked out energy isolating devices between outgoing and incoming workers [OHS Reg, Sec. 10(4)]

Group Lockout: If a large number of workers are working on machinery or equipment or a large number of energy isolating devices must be locked out, you can use a group lockout procedure as long as it meets the following requirements: a. Two qualified workers are responsible for: (i) independently locking out the energy isolating devices; (ii) securing the keys for the locks used to lock out the energy isolating device with personal locks or other positive sealing devices acceptable to WorkSafeBC; and (iii) completing, signing and posting a checklist that identifies the machinery or equipment components covered by the lockout; b. Before work starts each worker working on the locked out components must apply a personal lock to the key securing system; c. Workers may lock

out a secondary key securing system if 2 qualified workers lock out the primary key securing system and place their keys in the secondary system; d. Each worker who places a personal lock from the key securing system must remove the lock upon completing his/her work; e. When the requirements of subsection (d) are met and it’s determined to be safe to end the group lockout, 2 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 to independently lock out the energy isolating device, and once those keys are released, the system is no longer considered to be locked out; and f. The written group lockout procedure must be conspicuously posted at the place where the system is in use [OHS Reg, Sec. 10.9]

Lock Removal Process: a. Only the person who installs the personal lock is allowed to remove it, unless that’s impossible, in which case the supervisor or manager in charge becomes responsible for its removal; b. The supervisor or manager in charge must: (i) make every reasonable effort to contact the worker who installed the lock; and (ii) ensure that the machinery or equipment can be operated safely before removing the lock; and c. A worker must be notified at the start of his/her next shift if the worker’s personal lock(s) have been removed since his/her previous shift [OHS Reg, Sec. 10.8]

Equipment Requirements: a. Combination locks not allowed for lockout; b. Each personal lock must be marked or tagged to identify the person applying it; and c. If use of a personal lock is not practicable for lockout, another effective means, if approved by WorkSafeBC, may be used in place of a personal lock to secure an energy isolating device in the safe position [OHS Reg, Sec. 10.4]

MANITOBA

When Lockout Required: a. Employer must ensure that no worker performs work to service, repair, test, clean, maintain or adjust a machine until it comes to a complete stop and EITHER: a. The worker performing work on the machine has: (i) locked out the machine and removed and rendered safe any hazardous condition; (ii) the machine is tested to ensure that it's inoperative; and (iii) the worker "is assured" that it's inoperative; OR b. The machine has otherwise been rendered inoperative so as to prevent reactivation and provide protection that's equal to, or greater than, the protection provided by lockout [WSH Regs, Secs. 16.14(1) and (2)]

When Lockout Not Required: a. Lockout not required if: (i) manufacturer's specifications require the machine to remain operative when it's serviced, repaired, tested, cleaned, maintained or adjusted; or (ii) there are no manufacturer's specifications and it's not reasonably practicable to lockout; and b. In either case, the employer must develop and implement safe work procedures for the service, repair, testing, cleaning, maintenance or adjustment of the machine—if lockout isn't used because it's not reasonably practicable, employer must ensure that above safe work procedures provide for at least equivalent if not greater protection than lockout [WSH Regs, Secs. 16.14(3) and (4)]

Lockout Process: a. Only the person who installs the lock may remove the lock from locked out machinery; b. If that worker isn't available and it's an emergency, the lock may be removed by a competent person designated by the employer; c. Employer must ensure that no worker returns a machine to operation after it's been locked out or rendered inoperable until the worker determines that no other person may be endangered by operation of the machine; d. When the lockout procedure uses a lock and key, an employer must: (i) issue to each worker required or permitted to work on a machine a lock that's

operable only by that worker’s key or a duplicate key; (ii) designate a worker to keep the duplicate key; (iii) ensure that the duplicate key is accessible only to the designated worker; (iv) ensure that the lock used has a unique mark or identification tag on it that identifies the worker to whom the lock is assigned; and (v) ensure that a logbook is kept to record the use of the duplicate key; e. If it’s not reasonably practicable to use a worker’s key to remove a lock, the employer may permit the designated worker to remove the lock if the designated worker has determined that: (i) the key used to lock the lock isn’t available; and (b) it’s safe to remove the lock and activate the machine; and f. When the lock has been removed, an employer must ensure that the worker who locked out the machine is informed of the lock’s removal [WSH Regs, Secs. 16.15 and 16.16]

NEW BRUNSWICK

When Lockout Required: a. Employer must ensure that no employee performs work to clean, maintain, adjust or repair a machine until it’s properly locked out following a lockout procedure established by the employer [OHS General Reg, Sec. 239]

When Lockout Not Required: Employer can establish a code of practice as an alternative for the required lock out procedure if: a. The required lock out procedure is inappropriate for the cleaning, maintenance, adjustments or repairs to be performed or inadequate for the protection of an employee, an employer; b. The employer establishes the code of practice in consultation with the joint health and safety committee or health and safety representative, if any; c. The code specifies personnel responsibilities, personnel training and details of procedures for the neutralization, clearance, release and start-up of the machine; and d. The employer complies with and enforces the code of practice [OHS General Reg, Sec. 240]

Lockout Process: Lockout procedure must: a. Require a competent person to put the machine in a zero energy state; b. Require each employee who'll work on the machine to: (i) verify that all potential energy sources have been made inoperative; (ii) locks out the machine using the safety lock and key provided by the employer; and (iii) puts on the safety lock a tag that doesn't conduct electricity and that contains: (A) words directing persons not to start or operate the machine, (B) the employee's printed name and signature, and (C) the date and time when the tag was put on the machine; and c. Ban employees from working on the machine until the employee: (i) verifies that all of the above provisions have been complied with; and (ii) verifies by testing that the machine is inoperative [OHS General Reg, Sec. 239]

Lock Removal Process: a. No person may remove a lock out device or tag on a machine except: a. The person who installed it; or b. In an emergency or where attempts made to contact the person who installed the device or tag indicate that the person isn't available, a competent employee designated by the employer [OHS General Reg, Sec. 239(6)]

NEWFOUNDLAND

When Lockout Required: Where machinery or equipment is shut down for maintenance, no work may be done until: a. All parts and attachments have been secured against inadvertent movement; b. Where the work would expose workers to energy sources, the hazard has been effectively controlled; and c. The energy isolating devices have been properly locked out in accordance with the regulations [OHS Regs, Sec. 129]

When Lockout Not Required: Applying a lock isn't required where: a. 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 b. A tool, machine or piece of equipment that receives power through a readily

disconnected supply, including 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 done; In addition, Sec. 135 allows for use of alternative procedures in certain specific situations with Workplace NL approval [OHS Regs, Sec. 136]

Lockout Process: a. Where lockout of energy isolating devices is required, the devices must be secured in the safe position using locks following procedures made available to all workers required to work on the machinery or equipment; b. Employer must ensure each worker required to lock out has ready access to sufficient personal locks to implement the required lockout procedure; c. Procedures must be implemented for shift or personnel changes, providing for the orderly transfer of control of locked-out energy isolating devices between outgoing and incoming workers; d. There must be effective means of verifying lockout that a worker must use before starting work to verify that all energy sources have been effectively locked out [OHS Regs, Sec. 130]

Group Lockout: Where a large number of workers are working on machinery or equipment or a large number of energy isolating devices are to be locked out, you can use a group lockout procedure as long as it meets the following requirements: a. Two qualified workers must be responsible for: (i) independently locking out the energy isolating devices; (ii) securing the keys for the locks with personal locks or other positive sealing devices acceptable to WorkplaceNL; and (iii) completing, signing and posting a checklist that identifies the machinery or equipment components covered by the lockout; c. Before commencing work, a worker working on the locked out components must apply a personal lock to the key securing system; d. Workers may lock out a secondary key securing system where 2 qualified workers lock out the primary key securing system and place their keys in the secondary system;

e. A worker who places a personal lock on the key securing system must remove it upon completing his/her work; f. Where the requirements of subsection (e) have been met and it’s determined to be safe to end the group lockout, 2 qualified workers must be responsible for removing their personal locks or the positive sealing device from the key securing system containing the locks, and when those keys are released, the system is no longer considered to be locked out; and g. The written group lockout procedure shall be conspicuously posted at the place where the system is in use [OHS Regs, Sec. 134]

Lock Removal Process: a. A personal lock may only be removed by the worker who installed it; b. However, if that’s not possible, the supervisor becomes responsible for its removal and must: (i) make every reasonable effort to contact the worker who installed the lock; (ii) ensure that the machinery or equipment can be operated safely before removing the lock; and (iii) ensure that locks not in active use are removed from machinery or equipment; and c. A worker must be notified at the start of his/her next shift where the worker’s personal lock has been removed since his/her previous shift [OHS Regs, Sec. 133]

Equipment Requirements: a. Combination locks not allowed for lockout; b. Each personal lock must be marked or tagged to identify the person applying it, the equipment being locked out and the date the lock was applied; c. If use of a personal lock is not practicable for lockout, another effective means approved by WorkplaceNL may be used in place of a personal lock to secure an energy isolating device in the safe position; and d. Where an energy isolating device is locked out, the lock must not prevent access to other energy isolating devices supplying machinery or equipment that could cause injury to workers [OHS Regs, Sec. 134]

NOVA SCOTIA

When Lockout Required: Where work posing hazards of energization is performed on a machine, equipment, tool or electrical installation (which for simplicity's sake, we'll refer to collectively as a "machine"), the employer must ensure that the work is done in accordance with a written lock-out procedure established by the employer; b. No person works on the machine until it's: (i) put in and maintained at a zero energy state; (ii) locked out; and (iii) has a lock-out tag at each lock-out location; and c. A competent person verifies that the above requirements have been complied with and tests to determine that the machine is in a zero energy state [Occ Safety General Regs, Sec. 52]

When Lockout Not Required: a. Lock-out not required if it's: (i) inappropriate for the work to be performed or inadequate for the protection of persons at the workplace; or (ii) not reasonably practicable where the electrical installation is used for the generation or transmission of electricity; and b. In either case, employer may use an alternative adequate written procedure as long as it specifies personnel responsibilities, training and equipment requirements and the details for carrying out the work in a manner that will ensure safety [Occ Safety General Regs, Sec. 54]

Lockout Process: The required written lock-out procedure must include: a. Provision for meeting the requirements of subsections (b) and (c) above; b. The method of notifying a person in the work area of safe conditions for work after a lock-out has been completed; c. The method of determining that all persons near the locked out machine are clear of the hazardous area and have been instructed to remain clear before the machine, or any part of it, is energized; and d. The method of energizing the machine [Occ Safety General Regs, Sec. 52]

Lock Removal Process: a. No person other than the one who installed it may remove a lock-out device or lock-out tag from a machine; b. However, if reasonable attempts are made to contact the person who locked out the machine and that person isn't available, the lock-out device or tag may be removed: (i) in a serious emergency, by a person who determines that it's safe to energize the equipment; or (ii) by a competent person who's designated in the written lock-out procedure, and has determined that it's safe to energize the equipment [Occ Safety General Regs, Sec. 53]

ONTARIO

When Lockout Required: a. The power supply to electrical installations, equipment or conductors must be disconnected, locked out of service and tagged before any work is done, and while it's being done, on or near live exposed parts; and b. Verification of compliance with these requirements is necessary before the work can begin [Industrial Establishments Reg., Sec. 42(1)]

When Lockout Not Required: a. Locking out not required if: a. The conductors are adequately grounded with a visible grounding mechanism; or b. The voltage is less than 300 volts and there's no locking device for the circuit breakers or fuses and procedures are in place adequate to ensure that the circuit isn't inadvertently energized [Industrial Establishments Reg., Sec. 42(3)]

Lockout Process: Employer must implement written lockout procedures that provide for: a. If more than one worker is involved in the work, the worker who disconnected and locked out the power supply must communicate the purpose and status of the disconnecting and locking out; and b. If a tag is used as a means of communication, the tag must: (i) be made of non-conducting material; (ii) be secured to prevent its inadvertent removal; (iii) be placed in a conspicuous

location; (iv) state the reason the switch is disconnected and locked out; (v) show the name of the worker who disconnected and locked out the switch; and (vi) show the date on which the switch was disconnected and locked out [Industrial Establishments Reg., Secs. 42(5) to (7)]

PRINCE EDWARD ISLAND

When Lockout Required: Where machinery or equipment is shut down for cleaning, maintenance or repairs, the employer must ensure that no worker carries out the work until that worker has: a. Locked out the source of energy using the safety lock and key that the employer must provide; and b. Put the machine in a zero energy state [OHS Act General Regs, Sec. 30.7]

Lockout Process: Before work begins, the worker must: a. Lock out the source of energy using the safety lock and key that the employer must provide; b. Put the machine in a zero energy state by ensuring that all: (i) power sources, (ii) pressurized fluids and air, (iii) potential mechanical energy, (iv) accumulators and air surge tanks, (v) kinetic energy of machine members, (vi) loose or freely movable machine members, and (vii) material or workpieces supported, retained or controlled by the machine which can move or cause movement, are (A) locked out, (B) vented to the atmosphere, (C) reduced to atmospheric pressure, or (D) otherwise acted upon to render the machinery incapable of spontaneous or unexpected action; c. Put on the control device of the machinery a tag which doesn’t conduct electricity and which contains: (i) words directing persons not to start or operate the machinery, (ii) the worker’s printed name and signature, and (iii) the date when the tag was put on the machinery; and d. Double check to ensure the machinery is inoperative [OHS Act General Regs, Sec. 30.7]

Lock Removal Process: a. Nobody may remove a lock-out device or tag except the worker who installed it; b. However, in an

emergency or where attempts to contact the worker indicate he’s not available, a competent worker designated by the employer, who has first ensured that nobody will be endangered by the removal may remove the device or tag; and c. Upon finishing servicing or repairs, the worker must, before the operation of the machine is resumed, ensure that putting the machinery in motion won’t endanger anybody [OHS Act General Regs, Sec. 30.7]

QUÉBEC

General Energy Control: For every machine in an establishment over which the employer has authority, the employer must ensure that written energy control procedures are followed and that such procedures: a. Are easily accessible on the sites where work is carried out in written form intelligible for consulting by every person having access to the danger zone of a machine, the safety committee and the safety representative; b. Are reviewed periodically and every time a machine is altered or a failure is reported; c. Include: (i) identification of the machine; (ii) identification of the person responsible for the energy control method; (iii) identification and location of every control device and of every energy source of the machine; (iv) identification and location of every cutoff point of every energy source of the machine; (v) the type and quantity of material required for applying the method; (vi) the steps required to control the energy; (vii) the measures designed to ensure the continuity of application of the energy control method during a staff rotation, in particular the transfer of required material; and (viii) where applicable, the applicable characteristics, such as the release of residual or stored energy, the required PPE or any other complementary protection measure [OHS Reg, Secs. 188.5 and 6]

Lockout Process: a. Where lockout is the energy control method, the lockout procedure must provide for: (i)

deactivation and complete shutdown of the machine; (ii) elimination or, if that's impossible, control of any residual or stored energy source; (iii) lockout of the machine's energy source cutoff points; (iv) verification of lockout; and (v) safely unlocking and reoperating the machine; b. Employer or self-employed worker must get written authorization from the employer with authority over the establishment before working in the danger zone of a machine which the employer should only issue if the required lockout or energy control method will be followed; c. The employer with authority over the establishment must provide lockout material including individually keyed locks (unless the employer or self-employed worker is responsible for supplying those materials; d. The name of the person who installs an individually keyed lock must be clearly indicated on the individually keyed lock; however, the employer may provide persons having access to the danger zone of a machine with individually keyed locks with no name indication, if the employer keeps a record containing: (i) identification of each individually keyed lock; (ii) the name and telephone number of each person to whom a lock is given; (iii) where applicable, the name and telephone number of the employer of each worker to whom a lock is given; (iv) the date and time at which the lock is given; and (v) the date and time the lock is returned [OHS Reg, Secs. 188.7, 188.9 and 188.11]

Lock Removal Process: a. If a lock is forgotten or a key is lost, the employer with authority over the establishment may, with the agreement of the person who carried out lockout, authorize the lock to be removed after ensuring that it doesn't endanger that person; b. If the agreement of the person who carried out lockout isn't obtained, the employer with authority over the establishment must, before authorizing the lock to be removed, inspect the danger zone of the machine accompanied by a representative of the certified association of which the person is a member, if he/she is available on the work site or, failing that, by a worker present on the work

site designated by the employer; c. Every instance of a lock being removed must be entered in a written document kept by the employer for at least one year following the day on which the applicable energy control method is altered [OHS Reg, Sec. 188.12]

SASKATCHEWAN

When Lockout Required: a. Employer must ensure that a machine (other than a power tool) is and remains locked out before a worker does maintenance, repair, test or adjustment work on the machine if not doing so would put the worker at risk; and b. Before a worker does maintenance, repair, test or adjustment work on a power tool, employer must ensure that the energy source has been isolated from the power tool, any residual energy in the power tool has been dissipated and the energy source remains isolated during that activity [OHS Regs, Secs. 139(1) and (2)]

Lockout Process: a. Where lockout is required under subsection (a) above, the employer must provide a written lock-out process to each worker who's required to work on the machine and the worker must follow the process before undertaking any maintenance, repairs, tests or adjustments to the machine; b. After a lock-out device has been installed or a lockout process has been initiated, the worker who installed the first lock or initiated the process must check the machine to ensure it's inoperative; c. **If the lockout process uses a lock and key,** the employer must: (i) issue the worker a lock that's operable only by that worker's key and a duplicate key; (ii) designate a person to keep the duplicate key; (iii) ensure that the duplicate key is accessible only to the designated person; and (iv) ensure that a log book is kept to record the use of the duplicate key and the reasons for that use; and d. **If the lockout process doesn't use a lock and key,** employer must designate a person ("non-key designated person") to co-ordinate and control the lockout process [OHS Regs, Secs.

139(3) to (5)]

Lock Removal Process: a. No person may remove a lock except the worker who installed it; b. However, if it's not practicable to use a worker's key to remove a lock, the employer may permit the designated person to remove the lock if the designated person: (i) has determined the reason the worker's key isn't available; (ii) has determined that it's safe to remove the lock and activate the machine; and (iii) if a committee or representative is in place, has informed the co-chairpersons or the representative of the proposed use of the duplicate key before it's used; c. Employer must ensure that a designated person who's permitted to use a duplicate key: (i) records in the log book the use of the duplicate key, the reason for and date of its use; and (ii) signs the log book each time the duplicate key is used; and d. No person may deactivate a lockout process that doesn't use a lock and key except the non-key designated person [OHS Regs, Sec. 139]

NORTHWEST TERRITORIES & NUNAVUT

When Lockout Required: a. Employer must ensure that a machine (other than a power tool) is and remains locked out before a worker does maintenance, repair, test or adjustment work on the machine if not doing so would put the worker at risk; and b. Before a worker does maintenance, repair, test or adjustment work on a power tool, employer must ensure that the energy source has been isolated from the power tool, any residual energy in the power tool has been dissipated and the energy source remains isolated during that activity [OHS Regs, Secs. 147(1) and (2)]

Lockout Process: a. Where lockout is required under subsection (a) above, the employer must provide a written lock-out process to each worker who's required to work on the machine and the worker must follow the process before undertaking any maintenance, repairs, tests or adjustments to the machine; b.

After a lock-out device has been installed or a lockout process has been initiated, the worker who installed the first lock or initiated the process must check the machine to ensure it's inoperative; c. **If the lockout process uses a lock and key,** the employer must: (i) issue the worker a lock that's operable only by that worker's key and a duplicate key; (ii) designate a person to keep the duplicate key; (iii) ensure that the duplicate key is accessible only to the designated person; and (iv) ensure that a log book is kept to record the use of the duplicate key and the reasons for that use; and d. **If the lockout process doesn't use a lock and key,** employer must designate a person ("non-key designated person") to co-ordinate and control the lockout process [OHS Regs, Secs. 147(3) to (5)]

Lock Removal Process: a. No person may remove a lock except the worker who installed it; b. However, if it's not reasonably possible to use a worker's key to remove a lock, the employer may permit the designated person to remove the lock if the designated person: (i) has determined the reason the worker's key isn't available; (ii) has determined that it's safe to remove the lock and activate the machine; and (iii) informs the workplace safety committee members or representative, if any, of the proposed use of the duplicate key before it's used; c. Employer must ensure that a designated person who's permitted to use a duplicate key: (i) records in the log book the use of the duplicate key, the reason for and date of its use; and (ii) signs the log book each time the duplicate key is used; and d. No person may deactivate a lockout process that doesn't use a lock and key except the non-key designated person [OHS Regs, Sec. 147]

YUKON

When Lockout Required: a. When machinery or equipment is shut down for maintenance work, all energy-related hazards must be effectively controlled before work is done; b. During

maintenance: (i) all parts and attachments must be secured against inadvertent movement; (ii) energy-isolating devices must be locked out; and c. Lockout procedures must be followed where machinery or equipment is in use for normal production work and isn’t effectively safeguarded to protect workers [OHS Regs, Sec. 3.03]

When Lockout Not Required: Lockout not required if: a. An energy-isolating device is under the exclusive and immediate control of the worker at all times while working on the machinery or equipment; or b. The tool, machine or piece of equipment that 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 exclusive and immediate control of the worker at all times while work is done [OHS Regs, Sec. 3.10]

Lockout Process: a. There must be safe and effective lockout procedures specific to the workplace; b. Lockout procedures must provide for a safe, orderly transfer of control of the lockout at shift change or such other times as necessary; c. Lockout procedures must be explained verbally and given in writing to each worker; d. A sufficient number of locks suitable to the lockout procedure must be supplied to each worker; e. Each personal lock must be marked so the worker who applied it can be easily identified; and f. When an energy-isolating device is locked out, it must be secured in the safe position with locks specified in the lockout procedure [OHS Regs, Sec. 3.04]

Lock Removal Process: a. A personal lock may only be removed by the worker who installed it unless the worker is unavailable; b. However, if the worker is unavailable, the supervisor or manager in charge may remove the lock after: (i) ensuring that the machinery or equipment can be operated safely before removing the lock; and (ii) making every reasonable effort to contact the worker who installed the

lock; c. The supervisor or manager must notify the worker at the start of the next shift if the worker’s personal lock(s) has been removed since the worker’s previous shift [OHS Regs, Sec. 3.09]

Group Lockout: There must be a group lockout procedure when 3 or more workers work on machinery or equipment that must be locked out, or when more than 4 energy-isolating devices require isolation, and the procedure must meet the following requirements: a. Two competent and appointed persons must be responsible for: (i) independently locking out the energy-isolating devices; (ii) securing the keys for the locks used with personal locks or other positive sealing devices acceptable to YWCHSB; and (iii) completing, signing and posting a checklist that identifies the machinery or equipment components covered by the lockout; b. Before starting work on the locked out components, each worker must apply a personal lock to the key securing system; c. Workers must lock out a secondary key securing system where 2 competent persons lock out the primary key securing system and place their keys in the secondary system; d. Each worker referred to in subsections (b) and (c) must remove his/her personal lock from the key securing system upon completing the work; e. When the requirements of subsection (e) are met and it’s determined to be safe to end the group lockout, the 2 competent persons are responsible for removing their personal locks or the positive sealing device from the key securing system containing the keys for the locks, and once those keys are released, the system will no longer be considered locked out; and f. The written group lockout procedure shall be conspicuously posted at the place where the system is in use [OHS Regs, Sec. 3.05]

Equipment Requirements: a. Combination locks may not be used for lockout procedures; and b. When an energy-isolating device is locked out, the lock must not prevent access to other energy-isolating devices supplying machinery or equipment [OHS Regs, Secs. 3.04 and 3.06]