



Safety Administrative Procedure

Lock Removal

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Approved by: Jim Toye, City Manager

Signature:  **Procedure No:** 10.2

Effective: August 17, 2018 **Replaces:** July 27, 2015

No person shall remove another person's lockout lock, tag or device or attempt to reenergize equipment unless the following process has been followed:

1. The area supervisor will determine that there is no longer a need to continue with the lockout.
2. The area supervisor will attempt to contact the individual/contractor that has a lock in place to have them come and remove it. Note: If an employee/contractor leaves a facility without removing his/her personal lock they will be required to return and remove it on their own time and at their own expense.
3. If the individual cannot be located, the area supervisor will check the isolated equipment to ensure that no personnel are still working on it or will be affected by the re-energization of the equipment. They will also determine why the lockout was initiated and ensure that those conditions are not still in place.
4. The area supervisor will contact the facility/equipment manager or designate, the area operator (if applicable), the worker's (that initiated the lockout) supervisor and either the Co-Chairs of the OHC Committee or the Coordinator-Health, Safety and Environment. There must be at least 3 individuals present, as listed above, to allow for lock removal/re-energization.
5. Once at the site, the 3 individuals will review the process conducted by the area supervisor and inspect the particular piece of equipment and area. Once satisfied that the removal is required and that no person is at risk the manager can locate the secondary key and remove the lock. If the key cannot be located, or there is no spare key, the lock can be cut off or the device removed.

6. The area supervisor will then reenergize the equipment following normal protocols.
7. A City of Prince Albert Investigation report will be completed and include the names of the individuals that allowed the lock removal as well as the name of the individual lock owner and area supervisor. The area supervisor will then complete the form and forward it to the Coordinator–Health, Safety and Environment as required by the Incident Management Policy.