



Safety Administrative Policy

Lockout

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Approved by: Jim Toye, City Manager

Signature:  **Policy No:** 10

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

Policy:

The City of Prince Albert believes in providing an environment in which all employees and contractors are protected from harm during the maintenance and repair of equipment. In order to ensure that sufficient procedures are in place a consistent lockout process must be followed which takes into account the variety of situations that may be encountered by workers.

Purpose:

The purpose of this policy is to provide guidelines that will apply to all lockout procedures as well as provide a template for the development of equipment specific procedures dealing with the lockout of energy sources during maintenance and repair processes.

This policy and all associated procedures are developed to protect city employees and contractors from the unexpected start-up, energization or release of stored energy and to ensure compliance with section 139 of The Occupational Health and Safety Regulations, 1996.

Scope:

This policy applies to all City of Prince Albert employees and contractors performing work on behalf of the city when performing the maintenance, repair, testing or adjustment of a machine.

Responsibility:

1. **Department Head:**
 - a. Ensure that adequate resources are committed to the development of lockout procedures within their area of responsibility as required.
 - b. Ensure adequate financial resources are available to maintain an adequate inventory of lockout locks, tags and lockout devices.
 - c. Develop a system that ensures the consistent application of this policy and associated procedures.

2. **Manager:**

- a. Develop specific lockout procedures that fall within their area of expertise or control on the approved format and develop a system that will allow for the retrieval of those specific procedures for reference by workers when required; or,
- b. Develop generic lockout procedures, in the standard format, that include the following:
 - i. What equipment the lockout procedure applies to
 - ii. Under what conditions lockouts must be utilized
 - iii. Specific procedures to lockout the identified type of equipment
 - iv. Where the generic lockout procedure will be located, if required for reference.
- c. Provide the Coordinator-Health, Safety and Environment with copies of all generic lockout procedures.
- d. Maintain an adequate documented inventory of lockout devices and lockout locks.
- e. Train workers in the application of this policy and related procedures and document that training on a tool box talk form. This training will include the location and retrieval method of any applicable procedures that are developed.
- f. Maintain and store any duplicate keys and ensure that they are only used within the requirements of this policy.
- g. Maintain a copy (electronically and/or paper) of all individual lockout procedures.
- h. Provide Contractor coordinators with any specific lockout procedures developed that may apply to work being contracted out.
- i. Approve any equipment specific lockout procedures developed.

3. **Coordinator- Health, Safety and Environment:**

- a. Assist managers in the development of lockout procedures
- b. Assist managers in training workers on lockout processes when required.
- c. Review lockout procedures to ensure that they meet requirements.
- d. Consult with the Occupational Health and Safety Committee on this policy and related procedures.

4. **Worker:**

- a. Follow this lockout policy and associated procedures.
- b. Report the loss of a lockout key or device to their supervisor.
- c. Assist their manager with the development of lockout procedures.
- d. Ensure that the person responsible for the area/building/equipment is aware of any impending lockout, prior to isolation.

Note: Failure to follow the provisions of this policy can result in discipline

5. **Contractor Coordinators:**

- a. Provide copies of this policy and any relevant procedures to contractors when performing city work that would require the application of this policy or the associated procedures.
- b. Consult with managers to determine if specific lockout procedures have been developed for individual pieces of equipment.
- c. Require contractors to identify lockout locations and energy sources for new equipment that they are supplying and installing, as part of their contract and provide that information to the applicable manager for the development of procedures.

6. **Occupational Health and Safety Committee(s):**

- a. Review this policy and associated procedures every three years and provide recommendations for improvements.
- b. Consult with workers on the effectiveness of this policy and associated procedures.

Definitions:

Energy Source: includes, but is not limited to, electrical, mechanical, gravitational, hydraulic, pneumatic, chemical and thermal energy sources.

Isolation Point: A location that is designed to allow for the application of a device, key or lock to prevent energy from getting to a piece of equipment. This includes, but is not limited to breakers, valves, switches and control panels. Typically start/stop or on/off switches are not isolation points.

- Lockout:** The application of a locking device and lockout lock that will isolate an energy source.
- Lockout Tag:** A tag placed on a lockout mechanism that identifies the individual responsible for the lockout.
- Blocking:** Material used to isolate from gravitational energy. This must be strong enough to ensure that it can handle the stresses placed on it.
- Lockout lock:** An individually keyed padlock.
- Lockout Device:** A device that can be placed on an isolation point to allow for the application of a lockout lock.
- Group Lockout:** A lockout process in which more than one worker is involved in the repair or maintenance of a piece of equipment.
- Specific Lockout Procedure:** A procedure developed that applies to only one specific machine or piece of equipment.
- Generic Lockout Procedure:** A procedure developed that applies to similar pieces of equipment. This process can only be used when the generic design and energy sources are the same to allow for a consistent process (i.e. vehicles).

References and Related Statements of Policy and Procedure:

The Saskatchewan Employment Act
The Occupational Health and Safety Regulations, 1996
Incident Management Policy