

Lockout Policy

AgSafe Safe Work Procedure

LOCKOUT POLICY AND PROCEDURES

If an employee or contractor must interact with a machine (other than normal operating mode) in a manner that may have the potential to cause injury to himself or others, then he or she must lock out the machine.

Covers, guards and stop buttons are not to be used as lockout devices. Only devices, which allow for locks and keys to be used to maintain the equipment in a safe condition, are lockout devices. Where locks and keys are used, the person interacting with the machine must be in control of the key.

PROCEDURE

Minimum Requirement: (additional precautions must be taken where they are appropriate)

1. It is the responsibility and right of an employee to lockout and control energy whenever he/she has a need to place any part of their body in a position on or near machinery/equipment where unexpected movement, release of stored energy, energizing of electrical systems or the flow of gases, fluids or other materials could have the potential to injure himself or others
2. Each employee who is called to work on equipment/machinery requiring a lockout will be issued locks and keys for their personal use only. At no time may a key be left in a lock which is being used to lock out equipment/machinery. Lockout tags which identify the holder of the key must be used in conjunction with the lock.
3. Before proceeding employees must check themselves for correct clothing:
 - No loose fitting clothing
 - Wear personal protective equipment the job calls for
 - Tie back long hair or put under a cap/hard hat
 - Don't wear rings, watch, bracelet or long necklaces
 - Don't wear gloves around rotating equipment
4. Locate the machine or equipment to be locked out and notify the supervisor and operator of your intention to lock it out.
5. Stop the machine/equipment by using the stop button. Trace energies to acceptable disconnect points. An acceptable disconnect effectively cuts off the energy supply to the equipment and can be secured with a lock so that no one except the person working on the equipment can reconnect the power.
6. All energy sources, which could activate the machine, must be locked out.
7. Trace energies to determine:
 - How it moves through the system
 - How many locks and other devices will be needed
 - Which stored energies need to be neutralized
 - Which residual pressures need to be released

Primary energies:

- Electrical
- Hydraulic (fluid under pressure)
- Pneumatic (air under pressure)
- Gas/water/steam/chemicals (usually in piping systems)

Secondary (stored) energies:

- Mechanical motion (rotation)
- Gravity
- Stored mechanical energy (springs)
- Thermal (temperature extremes)
- Residual electricity (in capacitors or batteries)
- Residual pressure (fluids, air, gas, steam, chemicals)

Any mechanics under tension or pressure such as springs should be released and blocked. Objects subject to gravitational forces, which could permit some part or all of the machine or equipment to move or fall, must be blocked. This must be performed in order to obtain a zero energy state. When in doubt consult the responsible supervisor.

8. Prior to commencing repairs or adjustments on any machine or equipment, the worker must put his/her own lock and tags on the machine lockout device(s).
9. Where multiple crew or group lockout devices are used, the following procedure must be used so that each worker has the same level of protection as afforded by a personal lockout.

A single assigned individual will be given primary responsibility for all the workers under the protection of a particular lockout. This person will assume the overall job lockout and control responsibility. Lockout devices should be installed and removed only by direction of the person who has control over that procedure.

- Use only an approved multiple lockout device.
 - Never use “daisy-chaining.”
10. The lockout devices must be tested by the person performing the lockout to ensure that the power cannot be turned back with the locks in place.
 - Make certain that everyone stands clear, then operate the equipment controls (push buttons, switches, etc.) to assure that the machine is inactive.
 - Ensure that the equipment controls have been returned to the off or neutralized position immediately after the test.
 11. In situations where energy neutralizing devices are locked out and there is a need to test or position the equipment, the following procedure should be followed.
 - Clear all personnel to safety.
 - Clear away tools and materials from equipment.

- Remove lockout devices and re-energize systems following established safe procedure.
 - Proceed with a try out or test.
 - Neutralize all energy sources once again, purge all systems and lockout prior to continuing work.
12. When work has been completed on a machine or equipment, and before releasing the equipment to production operations:
- Remove all tools and materials from the equipment.
 - See that all equipment components are operationally intact, including guards and safety devices.
 - Inspect for obstructions, incomplete work, etc.
 - Repair or replace defective safeguards or safety devices before removing lock out.
 - Remove all lock out devices.
 - Make visual check before restoring energy to ensure that everyone is physically clear of the equipment.
 - Notify the supervisor and operator that work is completed.
13. If work is not completed by the end of the work day, locks and warning tags must remain in place. **AT NO TIME SHOULD MACHINERY/ EQUIPMENT BE LEFT IN AN UNSAFE CONDITION WITHOUT BEING LOCKED OUT.**
14. Where a worker is not available to clear their personal locks and tags due to illness, absenteeism, etc. the Maintenance Manager in control of the project will use his/her discretion in removing the lock. A lock inadvertently left on a lockout device by a worker would indicate that the worker has not followed procedure before releasing equipment/ machinery into use. This worker is responsible for returning to the work site checking that the equipment/machinery is safe, removing lock and notifying supervisor of release at his/her own expense.
15. All portable equipment such as electric drills, etc., found to be in an unsafe condition, must be tagged **"DANGER, DO NOT USE"** and taken out of service immediately.
16. Disciplinary measures up to and including dismissal may be taken against personnel who fail to comply with this policy and procedure. Failure to comply also violates the Industrial Health and Safety Regulations and could result in legal charges being laid against the worker or workers involved.

Please use the following **Safe Work Procedures** as a guideline to building your own safe work procedures.