

Lockout Procedures - Person in Charge of the Lockout

AgSafe Safe Work Procedure

1. Determine the components to be locked out and the procedure for doing so, in cooperation with the service or department concerned.
2. Ensure that the lockout procedure is applied.
3. Ensure that the work can be carried out safely. To this end, the person in charge of the lockout ensures that the lockout is completed before beginning the work.
4. Return the lockout card to the department concerned when the work is completed.
5. If the work is not completed by the end of the shift, the person responsible for the lockout asks the workers to remove their personal locks so he can place the departmental locks. The person in charge of the lockout writes the necessary information on the instruction labels of the departmental locks.

Chronological Procedure for Single Lockout:

1. This procedure applies when there is only one lockout site.
2. If the worker deems it necessary, another tradesperson is called in to help carry out the lockout procedure.
3. The worker checks the number and the description of the equipment and then attaches his or her personal lock as well as the instruction label.
4. Before beginning his work, the worker must release all energy stored in a pneumatic, mechanical or hydraulic system.
5. The worker returns to the machine or equipment and tries to start it, ensuring that the power source has indeed been disconnected and that all energy has been released.
6. The worker carries out his job.
7. When the work is finished, the worker must ensure that the site is clean and safe, that no one else is on the site, that the equipment or machine is safe, and that the barriers have been put in place.
8. The worker asks the operator to start the machine or he starts it himself, as the case may be.

Procedure for multiple lockout:

1. The person in charge of the lockout obtains the lockout cards from the department.
2. If the lockout card must be changed before the work is carried out, the person in charge of the lockout makes the necessary changes and signs the card.
3. The person in charge of the lockout follows the instructions on the lockout card, using the lockout box and the departmental locks.
4. Once the lockout is completed, the person in charge of the lockout places an instruction label on the equipment or power source that was locked out.
5. This person also signs and dates the lockout card, thus authorizing the workers to carry out the work, places the keys from all the departmental locks in the lockout box and attaches a departmental lock and an instruction label to the equipment.
6. The lockout box is placed in the predetermined lockout area.
7. Each worker directly involved reads the lockout card and, if he judges it to be satisfactory for his own safety, attaches his personal lock to the lockout box. In case of a reasonable doubt, any worker must personally check the locked out (sealed) articles, before placing his lock on the lockout box.
8. The person in charge of the lockout is the last to remove his lock or the departmental lock, after checking that the workers have completed their job and have removed their individual locks.
9. Removing the locks can be carried out under the responsibility of any person having the knowledge necessary.
10. When all the locks have been removed, the lockout card is returned to the head or his representative of the department concerned, indicating that the work is completed.

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