

Lockout Tagout Procedure

To prevent injury to workers, machinery and equipment shall be deenergized and locked out to a zero-energy state or have other means of providing an adequate temporary protective device or process so that the equipment is safe to work on. Machinery and equipment shall also be tagged prohibiting the operating of the control device.

1.0 Definitions

Lockout – This means that any energy source (electrical, hydraulic, mechanical, compressed air) or any other source that might cause unexpected movement must be disengaged and electrical sources must be de-energized and locked.

Authorized Person – A person who has been authorized by a supervisor to perform the maintenance work being conducted. May refer to an employee, student and a contractor. This person has received training in lockout/tagout procedures. Authorized City employees will have a personal key granting access to the lock box assigned to their area.

Control Device – A term often used to refer to the energy source, which powers only the control circuit for the machinery equipment, rather than the machine or equipment itself.

Control Power – A term often used to refer to the energy source, which powers only the control circuit for the machinery or equipment, rather than the machine or equipment itself.

Plug-in Equipment – Includes electrical equipment or machinery, which is not wired directly to a power source, but uses an electrical cord with a pronged plug.

Tags – Refers to a placard or paper tag attached to the lock identifying the owner of the lock and reason for locking out the equipment. The tag can also be used by an operator on its own as a do not operate tag identifying a safety concern with a piece of equipment and the operator who placed the tag on the equipment's steering wheel to prevent another operator from operating an unsafe piece of equipment.

2.0 Lockout and Tagout Procedure

The following procedure shall be implemented for lockout tagout of equipment and devices:

a) Preparation for shutdown

Before authorizing or affected employee's turnoff a machine or piece of equipment, the authorized employee must have the knowledge of the type of energy and how to control that energy. Then all affected employees will be notified that the machinery equipment or process will be out of service and tagged.

b) Machine or Equipment Shutdown

The machine or equipment will be shut down using specific procedures for that specific machine. An orderly shutdown will be used to avoid increased hazards to employees. If the machinery, equipment or process is in operation, follow normal stopping procedures. Move switch or panel arms to “off” positions and close valves or other energy isolating devices so that the energy source is disconnected or isolated from the machinery or equipment.

c) Machine or Equipment Isolation

All energy control devices that are needed to control the energy to the machine or equipment will be physically located and operated as to isolate the machine or equipment from the energy source.

d) Lockout Equipment

Retrieve a lock and tag from the lock box. Place your lock to the affixed energy isolating device. A tag will also be attached to the lock identifying the owner of the lock and labeling what work is being completed including the date and, time. Once you have secured the lock and tag in place, you will be responsible for the key until you remove the lock and tag after the work is complete and then you will return the lock and key to the lock box.

e) Stored Energy

Stored energy (Springs, elevated members, fly wheels, hydraulic/air/gas/steam systems) must be released by grounding, repositioning, blocking or bleeding the system.

f) Verification of Lockout Effectiveness

After assuring that no employee will be placed in danger, test all lock and tag outs by following the normal start up procedures. NOTE: after tests, place controls in neutral position.

g) Release from Lockout/tagout

Once maintenance and repairs are finished, inspect area. All employees must be safely positioned or removed. Before the lockout/tagout devices are removed, the affected employees will be notified. Each lockout/tagout device will be removed from the energy-isolating device by the employee who applied the device. **NO UNAUTHORIZED PERSON IS TO REMOVE ANOTHER EMPLOYEES LOCK AND TAG AT ANY TIME.**

h) Removing another person’s Lock/Tag

If an employee loses the key to the lock or if they are unable to be reached and there is a need to remove their lock only their supervisor will have authorization to do so. The supervisor will have to contact the owner of the lock and tag to fully understand what the circumstances surrounding the lockout. Once the supervisor contacts the owner of the lock and confirms they are unable to remove their own lock and it is confirmed it is safe to remove the lock the supervisor will remove the lock using lock cutters.

If the supervisor is unable to contact the owner of the lock, the supervisor will have to prove it is safe to remove the lock (document the event, reason for removing, the date and time) retrieve the key and remove the lock.

i) Tag out mobile equipment or vehicle

If an operator deems a piece of equipment to be unsafe to use or it is inoperable they will place a DO NOT OPERATE tag on the steering wheel. It will list the operators name, date, time and reason for tag. If a piece of equipment is tagged out only an authorized mechanic will be permitted to diagnose the equipment and return it to the maintenance shop for repair.

3.0 Roles and Responsibilities

The following roles and responsibilities shall apply:

A. Contractors

- Contractors, working on the City of Mount Pearl property must have their own lockout/tagout procedure while servicing or maintaining equipment, machinery, or processes.
- They shall also share such procedures and work with the City of Mount Pearl to make sure potential hazards are mitigated.


B. Supervisors

- Ensure that lockout procedures are understood and followed by contractors as required
- Responsible for ensuring employees understand and follow lockout/tagout procedures
- Ensure that the Lockout Tagout Procedure is established and implemented.
- Provide the necessary resources for the establishment, implementation and on-going effectiveness of the Lockout Tagout Procedure
- Ensure that all employees, contractors and their employees are trained in the Lockout Tagout Procedure prior to being authorized to lockout any equipment,

C. Employees

- Participate in the program and to follow the Lockout Procedure as detailed.

7.0 APPROVALS



Steve Kent, Chief Administrative Officer
March 19, 2019

Date