

## 1. Purpose

- i. To ensure safe conditions exist for any employee required to work on machinery or other potentially hazardous equipment by establishing, communicating and enforcing compliance with a lockout/tagout procedure.
- ii. To prevent accidental or unexpected start-up of machinery, or similar action, which could cause a release of energy and endanger employees and students working in/on, or around equipment. A lockout prevents the starting of machinery, the operation of valves, line shafts, etc., that may endanger the safety of workers repairing, cleaning or maintaining equipment.

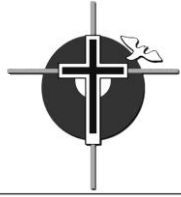
## 2. Definitions

- i. **Lockout:** Involves workers using a padlock to keep a switch in the “off” position, or to isolate the energy of moving parts.
- ii. **Tagout:** How you tell others that the device is locked out, who locked it out, and why.
- iii. **Electrical Panel:** applies to electrical controls and means a disconnect switch located at the equipment or the main power source (i.e. main motor control centre).
- iv. **Safety Switch:** means a pull-type switch or circuit breaker, which physically opens contacts, and disconnect the circuit.
- v. **Start/Stop Button/Switch:** means a toggle or push button switch usually mounted on or near the machine that is being started or stopped.
- vi. **Equipment or Machinery:** means transmission machinery, process equipment, etc., boilers, vessels, chests, steam or air driven machinery, pipe lines, etc., which must be isolated to safely carry out specific work.
- vii. **Job or Work:** means anything other than normal machine operation (i.e. inspection, repair, adjustment, cleaning, maintenance, etc.) for which the machine must be stopped.

## 3. Procedure

The following procedure explains, in detail, the lockout/tagout requirements for the personal protection of all CDSBEO employees, as well as outside contractor personnel performing work on equipment or machinery.

- a) The operator is responsible for stopping or shutting down the equipment in the normal manner (i.e. pushing stop button when an emergency occurs - machine malfunctions, etc.), and notifying the

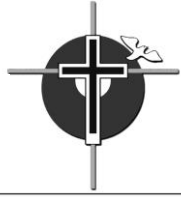


supervisor who will in turn notify the maintenance Department immediately of the issue or problem.

- b) The machine safety switch, electrical panel or valves must be shut off and locked out by the operator using a padlock from the department, and the lockout must be written in the logbook. **LOCKING OUT AT THE START/STOP BUTTON DOES NOT MEET THIS REQUIREMENT, NOR DOES REMOVING FUSES AS A SUBSTITUTE FOR LOCKOUT.** Fuses are only to be removed by Electrical Maintenance Personnel.
- c) After the control switch or valves have been locked out the operator must perform a check by pushing the start/stop switch or trying to open/close valves, etc., to ensure the equipment is totally isolated.
- d) A danger card or tag must be added by the operator, indicating the reason for locking out the equipment. The card or tag must contain machine type/name and be dated and signed by the operator.
- e) After the machine or equipment has been shut down/locked out by operator, **ALL OTHER PERSONS WORKING IN/ON OR AROUND THE MACHINE MUST APPLY THEIR OWN ASSIGNED LOCK. IT MUST BE EMPHASIZED THAT EACH PERSON IS NOT PROTECTED UNTIL THEY DO SO.**
- f) Where trades people (including contractors) are working on the same machine, provision for additional locks can be made by using a multiple lockout clamp. These individuals will add their own danger cards.
- g) When the work has been completed, each individual will report to the main Operator/Supervisor prior to leaving the equipment. All personal locks and danger tags must be removed by each individual accordingly. **UNDER NO CIRCUMSTANCE WILL A SAFETY LOCK BE PLACED OR REMOVED BY A DELEGATED PERSON.** The only exception to this rule is defined in item 3. i) of this procedure.
- h) If the work has **NOT BEEN COMPLETED** at the end of day, each individual working on the equipment will report to the Manager or Supervisor before removing their safety lock. They will decide whether they must apply their own personal safety lock or a lock from the department along with a danger card/tag.

**UNDER NO CIRCUMSTANCE WILL THE MACHINE OR EQUIPMENT BE LEFT UNLOCKED UNTIL ALL WORK HAS BEEN COMPLETED.**

- i. Padlocks need not be removed at the end of each day when the length of the shutdown is known to be over a longer period of time (i.e. over weekend or planned shut period). Such occurrences will be documented in writing in the respective lockout logbook.



- i) SAFETY LOCKS CAN ONLY BE REMOVED FROM EQUIPMENT UNDER EXCEPTIONAL CIRCUMSTANCE OR EMERGENCY SITUATIONS. THE FOLLOWING RULES MUST BE STRICTLY OBEYED.
  - i. The supervisor or manager of the employee whose safety lock is to be removed will try to contact the individual at home – by telephone. If unsuccessful, go to (ii).
  - ii. The Maintenance Supervisor and the Maintenance Manager will thoroughly inspect the equipment together, BEFORE ANY SAFETY LOCK IS TO BE REMOVED.
  - iii. If everyone agrees that the equipment is safe to operate, the safety lock will be removed using bolt cutters.
  - iv. The Maintenance person requesting the safety lock removal must document the circumstance in writing, in a logbook in the Maintenance office for file and audit purposes.

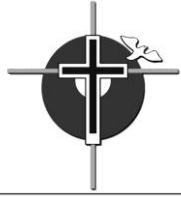
#### 4. Special Situations

- a) Any work or cleaning being done on a portable piece of machinery, which is supplied power via a power cord/plug, shall only be done when the plug is unplugged and is in an appropriate lockable plug cover.
- b) Any exceptions to the normal lockout procedure must be clearly documented in the machine specific lock-out procedure and specific training and instructions provided to those involved. EXAMPLES INCLUDE - MAKING RUNNING ADJUSTMENTS ON EQUIPMENT OR REMOVAL OF GUARDING.

#### 5. Responsibility

According to the Ontario Occupational Health and Safety Act (OOHSA) Reg. 851 S.41 (1) it is the sole responsibility of every Manager/Supervisor/Employee to ensure that machinery is properly locked out to their satisfaction and in accordance with the following procedure. It is the Manager/Supervisor's responsibility to maintain a constant and consistent observance of this procedure. In addition, the Management/Supervisor is required to record all lockout violations and administer disciplinary action.

- a) Machine Operator
  - i. Ensure lock and danger tags are applied to all equipment requiring lockout and to ensure the logbook is signed.
  - ii. Ensure Maintenance is notified where applicable.
- b) Manager, Supervisor



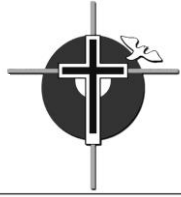
- i. Ensure locks and tags are applied to all equipment requiring lock-out and the logbook is signed as required.
  - ii. Ensure locks, danger tags, multiple lock-out clamp and the logbook is available to employees.
  - iii. Ensure Maintenance is notified as required.
  - iv. For prolonged lock-out operations, ensure a multiple lock-out clamp is applied along with the padlock and tag.
- c) Tradesmen and Engineers
- i. Each employee working on equipment must apply his or her personal padlock, danger tag and multiple lock-out clamps. Locks must be removed as per this procedure.
  - ii. Only Electrical Tradesmen will perform work required to remove fuses and/or disconnect appropriate wires.
- d) Maintenance Supervisor
- i. Ensure lockout tools (padlocks, danger tags, multiple lockout clamps) are available and the procedure is being followed.
  - ii. Ensure locks for outside contractors are complete with danger tags and are applied to all equipment requiring lock-out/tagout and the logbooks are available to contractors.

## **6. Equipment and Disconnect Labelling**

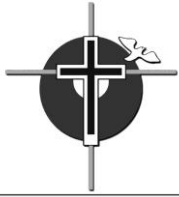
All equipment/disconnects, etc., shall be properly labelled and identified in such a fashion as to eliminate possible errors in equipment/disconnect identification in the lock-out procedure. This includes putting appropriate tags and identification marking on piping/valves.

## **7. Control of Padlocks**

- a) General:
- i. The Board will supply the padlocks, which will be purchased from a reputable manufacturer to ensure tamper-proof quality products.
  - ii. A complete listing of padlocks issued to individual employees will be kept and maintained by the Health & Safety Officer.



- iii. Specific lockout/tagout instructional procedure manuals, as provided by the Health and Safety Department, will be kept in each department for detailed information on each piece of equipment.
- b) Maintenance and Stationary Engineers:
  - i. The trades' personnel (i.e. engineers, mechanics, and electricians) will be issued their own padlocks complete with danger tags and multiple lockout clamps.
  - ii. Additional maintenance padlocks (i.e. outside contractors), danger tags, and multiple lockout clamps will be kept by the Health and Safety Officer. All locks will be under the control of the Maintenance Manager or Supervisor who will maintain a logbook where contractors will record key number, date and their name when a padlock is required.




CATHOLIC DISTRICT  
SCHOOL BOARD OF  
EASTERN ONTARIO  
[www.cdsbeo.on.ca](http://www.cdsbeo.on.ca)

# ADMINISTRATIVE PROCEDURE

**B0:0.0**  
**Safety & Security – Occupational Health & Safety**  
**Lockout/Tagout Program**  
Page 6 of 6

## LOCKOUT/TAGOUT Device Samples



 CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO  
Box 2722, 2755 Highway 43, Kemptville, Ontario K0G 1J0  
Phone: (613) 258-7757 Toll-Free: 1-800-443-4562 Fax: (613) 258-7134  
[www.cdsbeo.on.ca](http://www.cdsbeo.on.ca)

---

## LOCKOUT / TAGOUT RECORD BOOK

Department: \_\_\_\_\_ Date \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_