

JOB PROCEDURES

LOCKOUT/TAGOUT (LO/TO) Page 1 of 3

**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

APPROVED BY:	REVIEWED/REVISED DATE:
MATERIAL & EQUIPMENT REQUIRED	PERSONAL PROTECTIVE EQUIPMENT
	Foot Protection/PPE as Required by Equipment & Materials in Use
JOB STEPS	
General Guidelines	
1. Identify all sources of hazardous energy, movement or toxic substances.	
2. De-energize, isolate, disconnect or eliminate all hazards identified in step 1.	
3. Immobilize and lockout all isolation points and disconnects.	
4. Tag all isolation points with tags indentifying the person performing the lockout.	
5. Reactivate the system only through (<i>published</i>) procedures which prevents injury or equipment damage when performed properly.	
Lockout Procedure	
1. Written lockout procedure must be distributed to the supervisor, and must be available for instruction of workers.	
2. Workers performing the work on the equipment must place their own personal lock and tags to deactivate the equipment.	
3. Locks must be securely attached to the main disconnect switch (in the <i>OFF</i> and <i>SHUT</i> position) of all equipment where work is to be performed.	
4. All valves, gates, blanks or other devices which could allow any material to flow into the area where work is being done must be shut, chained and locked out.	
5. Where main electrical switches and circuit breakers must be used to de-energize a system, the area electrical supervisor or his designate must be contacted to identify the proper controls to be locked and tagged out.	
6. Certain automatic valves must be locked, and/or locked and chained where failure of power (air, electricity) will cause the valve to open.	
7. Standard circuit control switches or push buttons are not to be used for LO/TO purposes where workers may be injured by accidental operation.	

JOB PROCEDURES

LOCKOUT/TAGOUT (LO/TO) *Page 2 of 3*

8. ***NO PERSON*** is permitted to remove another's lock. The only exception to this rule is under the following circumstances:
- If a worker has left the job without removing his lock, the supervisor must contact the employee and either have him return and remove his lock on his own time, or received his permission to remove the lock. If permission is granted by the employee, the lock may be removed by the designated supervisor.
 - If attempts have failed to locate the worker whose lock was left, including a search of the work area, then the lock may only be removed after the designated supervisor has contacted the Safety Coordinator, informing him of the situation and after mutual agreement the lock may be removed.
- Any worker removing another person's lock under circumstances other than outlined in items a) and b) above will be subject to disciplinary action including immediate termination of employment.

9. When more than one worker or trade is working on a single system or piece of equipment, each must apply his own lock and tag to the lockout device.

10. Always check all locks and tags at the start of each shift. Never assume the equipment or system is locked out before starting work. If any locks or tags have been removed, contact the Safety Department immediately.

11. Where the work requires entrance into a confined space, proper confined space procedures must be followed.

Tagging Procedure

- The tag is signed in ink by both the employee and his foreman or designated supervisor. This includes names and dates. Write clearly and in full – no initials.
- Always attach a signed tag with any lock applied.
- Lockout tags can be obtained from the supervisor.
- Place tags directly on the lock and in a place as visible as possible.
- Do not use LO/TO tags for other purposes.
- Use tag-only procedures where no employees are exposed to hazards from accidental operation of the system or piece of equipment.

Equipment Turnover & Startup

The above procedure covers our operations until the time the equipment is ready to be turned over to the Customer or to other contractors. At this point we encounter situations where there is joint control and operation of equipment or systems and where hazardous energy, gases and liquids may be brought into piping, vessels and other equipment. In addition to the basic LO/TO procedures, the following requirements must be met.

- Where established, the customers LO/TO requirements are to be integrated into our procedures.

JOB PROCEDURES

LOCKOUT/TAGOUT (LO/TO) *Page 3 of 3*

2. The customer's personnel and other contractors involved must be included in the LO/TO system of locks and tags, policies and procedures.
3. There must be separate, identifiable locks and tags for client LO/TO as well as for each contractor.
4. Joint control systems that have been free from toxic or flammable liquids or gases, and then energized must be tagged.
5. When the work is completed and locks and tags are removed, the system must continue to be identified by a tag (customer's or company) or other means of identifying it as being a live system.

Refer to the Occupational Health & Safety Regulations for further information.