



**HEALTH, SAFETY &
ENVIRONMENTAL PROGRAM**

Section: Lockout and Tagout

PREPARED BY: HEALTH AND SAFETY TEAM

DATE OF ORIGIN: 02/02/2023

REVISION # 1

OF PAGES: 3

LOCKOUT AND TAGOUT

PURPOSE

All workers must know when and how to lockout and tag a vehicle, machine or tool due to a defect, hazard or because of maintenance.

SCOPE

- Lock-out and tagging is used to de-energize equipment and prevent unscheduled or accidental starting, moving or operating.
- Lock-out and tagging ensures a safe work environment that would normally be dangerous if equipment were to shift or operate. This is required on all equipment when performing repairs, inspections or any other time a machine is shut-down to perform work on it and the worker may be injured because of the nature of the work performed.
- Lockout will also be required when a machine is unsafe to use because of a defect or hazard (ie. no brakes on a loader).
- Small tools must be tagged out and removed from service when they are defective or hazardous (ie. a broken ladder, broken chain, leaking fuel tank on a generator). Bring all small tools to the shop for evaluation.
- Normal maintenance (ie. checking oil) does not normally require lockout because the worker has not removed any safeguards and the procedure is part of a normal daily routine. The worker is not generally exposed to any hazards. Follow manufacturer instructions for more details.
- If a guard must be removed, lockout is required.

The following steps shall be taken:

1. Identify all energy sources (ie. Hydraulic, Mechanical, Electrical, Chemical, Kinetic, Thermal).
 2. Identify the parts to be locked out and the method to lock them out.
 3. Notify all affected personnel.
 4. Shut the power OFF. Make sure all equipment has been de-energized.
 5. Check the moving parts to make sure they have stopped and make sure no material is rolling or falling.
 6. Install your own lock and tag at each place you isolate an energy source. If more than one worker is working, each person must install their own locks and tags.
 7. Check all switches, valves, and gauges. Try operating controls after lock-out to confirm all power is off and locked out.
 8. Turn off all controls again.
 9. Neutralize all stored energy if present
 10. Perform repairs, maintenance and all necessary work.
 11. Remove only your lock and tag
 12. Check all workers are cleared from the moving parts area. Use loud start signal (ie. horn) if possible.
 13. Start-up equipment again.
- The lock's key is only carried by the person who installed the lock.
 - If the lock has 2 or more keys that can open the lock, keep only one key and throw away the rest. Remember: ONE PERSON, ONE LOCK, ONE KEY.
 - The tag shall include the name of the person, the date and the reason for the lockout.



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- Both lock and tag need to be applied.
- Scissor locks will be used for multiple lockouts.
- For electrical powered equipment, the correct breaker(s) must be shut off and locked out at the electrical panel (ie. shop machinery, electric conveyors).
- Battery boxes will be used on fuel (gas, diesel) powered equipment for lockout. The positive battery cable will be removed from the battery and secured in the lock box. In a series of batteries, use the cable from the battery with wires leading to the starter motor or starter relay.

NOTE:

Always refer to the manufacturer instructions for their detailed lockout procedures if available.

- The specific procedures may vary slightly depending on the equipment and set-up.
- Advise your supervisor that the equipment is locked out.

WHEN IN DOUBT, ASK SOMEONE WHO KNOWS



ALWAYS USE THE LOCK AND TAG TOGETHER



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REQUIREMENTS

- All workers must understand and follow the proper procedures when working around electrical equipment and the requirement to lockout and tagout.

Legislation:

- Industrial Regulations 851, Sections 40-43
- Construction Regulations, Section 188
- Mining Regulations, Sections 155-159,