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|  <p>J-AAR EXCAVATING HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p> | Section: Safe Job Practices and Procedure – Lock Out/Tag Out | | | | | |
| | Initial HIRA score | | 20 | | Residual HIRA score | 10 |
| | Critical Task? | Yes | Location(s) | Jobsites, maintenance at the office/plant | REVISION # 1 | |
| | Description | | Lockout and Tagout procedures for neutralizing stored energy | | # OF PAGES: | 4 |


SAFE WORK PRACTICES

General

- Lock out/Tag out is required when there is a mechanical or electrical hazard which can be controlled by de-energizing
- J-AAR also requires that all defective equipment be locked out until it is repaired or removed from site
- Lock out is intended to ensure that once something is deenergized, it remains that way. Lock out is intended to ensure that no one inadvertently or accidentally re-energizes something.
- Tag out is the accompanying identifying information for the worker who de-energized and the date they tagged it out
- There are six general steps to LOTO:
 - Identify all energy sources
 - Isolate or neutralize all identified
 - Verify it has been de-energized
 - Attached lockout devices and tags
 - Complete work and remove locks
 - Only re-energize once all workers have cleared

Delinquent Locks

- In the event that a lock is left on, tags are missing, or an emergency occurs J-AAR supervision may authorize the removal of the delinquent lock
- This would only happen after the following occurs:
 - Every effort shall be made to identify and contact the lock's owner
 - The electrical authority on the jobsite will identify all components locked out and verify that no workers could be harmed by re-energizing


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JOB HAZARD RISK ASSESSMENT

| Initial HIRA Score | Hazards | Controls | Residual HIRA Score |
|--------------------|----------------------------|--|---------------------|
| 20 | Electrical Hazards | <ul style="list-style-type: none"> Only workers who have been trained in LOTO procedures or hold a valid COQ should carry out lock out | 10 |
| 20 | Lack of Procedure | <ul style="list-style-type: none"> All components must be properly identified during the creation of a LOTO procedure | 10 |
| 20 | Caught in/crushing hazards | <ul style="list-style-type: none"> All workers working around the de-energized hazards must be accounted for at all times if they do not have a personal lock All components must be properly identified in the LOTO procedure All workers involved must be competent and trained in the LOTO procedure | 10 |

PROCEDURE

1. The Electrical Supervisor involved in the electrical work, shall determine where isolation of electrical sources is required. The supervisor involved in the isolation of mechanical energy sources shall determine where isolation of mechanical sources is required.
2. Workers and Supervisors involved with lockout / tag out must be trained in this procedure, and their roles & responsibilities as outlined in this procedure.
3. Notify all other supervision working in the vicinity of the systems requiring electrical or mechanical isolation.
4. The Electrical and/or Mechanical Supervisor shall test and try to engage

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the equipment to confirm the isolation

5. The Electrical Supervisor or Mechanical Supervisor shall tag and lock-out the disconnect device. The supervisor will maintain control using a scissor-type device (if required) or a lock box to allow for the multiple installations of locks for other trades.
6. ALL SUPERVISION of trades working on the isolated electrical or mechanical system shall ensure that each of their workers install locks and tags for their protection. If the same work continues into the next shift, the incoming crew shall follow the same procedure after the first crew has removed their locks.