HEALTH, SAFETY & ENVIRONMENTAL MANUAL	4.12 Safe Work Program – Lock Out, Tag Out, Try Out				
	Initial HIRA Score:	20	Residual HIRA Score:	5	Critical Task: **No**
	Procedure(s): **5.4.12**				
	Revision Number: **R0**		Number of Pages: **4**		
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SAFE WORK PROGRAM

Lock Out and Tag Out

Serious and fatal incidents have occurred when people assumed that electricity or machinery was turned off, but it wasn't. Electric shock, the sudden movement of machine parts, release of pressure, and falling materials are just some of the hazards that can result when energy is unexpectedly released.
This can be prevented using the lockout and tagout system. Lock and tag alerts everyone that the equipment is shutdown for a reason.

Locking an energy source or piece of machinery has different steps depending on:

- the types of energy involved
- the number of energy sources
- type of equipment

Always consult manufacturer's instructions the first time you lock something out to ensure every piece of the equipment is in a zero-energy state.

Use company written procedures if a manufacturer procedure is unavailable.

Practices

This safe work practice is generalized information. Please check with supervision and follow location specific procedures when required.
Workers must understand the procedures when using lockout for a vehicle, machine, or tool due to a defect, hazard or because of maintenance.

- 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 for 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 (i.e., no brakes on a loader). J-AAR requires that all defective equipment be locked out until it is repaired or removed from site.
- Small tools must be tagged out and removed from service when they are defective or hazardous (i.e. a broken ladder, broken chain, leaking fuel tank on a generator). Bring all small tools to the equipment shop or stores for evaluation.

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- Normal maintenance (i.e. 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, a lockout is required.

Delinquent Locks

- In the event that a delinquent lock is left on equipment, 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:
  - Contact is made with the lock's owner and;
  - The electrical/mechanical authority on the worksite identifies all components locked out and verifies that no workers could be harmed by re-energizing.

The following steps shall be taken for lock and tag:

1. Identify all energy sources (i.e., 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 a loud start signal (i.e., horn) if possible.
13. Start-up equipment again.

<u>Lockout Devices</u>

- 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 discard the others. Remember: **ONE PERSON, ONE LOCK, ONE KEY.**
- The tag shall include the name of the person, the date, and the reason for the lockout.
- Both lock and tag need to be applied.

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- Scissor locks will be used for multiple lockouts.
- For electrically powered equipment, the correct breaker(s) must be shut off and locked out at the electrical panel (i.e. plants, shop machinery, electric conveyors). Check with the electrician for any questions or issues.
- 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.

Scissor lock devices allow multiple individual locks/tags to be installed and removed without affecting other worker's lock and tags.

Scissor lock example:

Battery box lockout example:

J-AAR supplies locks, tags, scissor

ers as needed.

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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