
LOCK-OUT FOR EQUIPMENT – HR-XI-17

POLICY:

The term “Lock-Out” refers to the initiation of a set of procedures which ensures that equipment in need of repair or maintenance are made inoperable, as a result, there is no potential for that equipment to harm workers.

An employee who determines that a piece of equipment is no longer in good working condition or needs repairs will tag the equipment and, if possible, remove it from the area.

PURPOSE:

1. To establish procedures to ensure that machinery or equipment is inoperative when it is shut down for maintenance or repairs, and the employee’s potential for injury is eliminated from inadvertent start up.
2. The requirements of this procedure apply to all workers, contractors/sub-contractors, and visitors.

PROCEDURES:

Attachment of Lock-Out Tag:

1. The responsibility for seeing that these procedures are followed is shared jointly by OPTIONS NORTHWEST and all employees.
2. The Supervisor will ensure that all employees in their areas are instructed in the purpose, use and safety significance of tagging all defective equipment and shall enforce the compliance with these procedures.

The employee shall be responsible for knowing and complying with these procedures. If an individual is in doubt as to the applicability of the procedures, they shall seek assistance from their supervisor.

When a contractor is undertaking work for OPTIONS NORTHWEST, the contractor has the responsibility for ensuring their workers and all sub-contractor personnel are familiar with and comply with this procedure, and their specific employer’s lock-out procedure.

3. An employee who determines that equipment is in need of repair or maintenance, shall remove the equipment from the area to ensure the equipment cannot be used. This applies to non-stationary equipment i.e. lifts, kettles, etc.
4. A tag will be applied to the equipment and a notation will be made in the area's "Lock-Out Log Book", stating:
 - Date of lock-out
 - The employee's name that made the determination
 - The equipment that was locked-out
 - Location of equipment
 - Notification of repairing agent
 - Date equipment returned.

A notation will also be made in the residential area's Communication Book, to notify the next shift of the lock-out. For the Administrative Office, an email will be distributed to all office employees to notify them of the lock-out.

No employee shall remove the tag from the equipment.

5. The employees shall notify the Supervisor of the lock-out and will call the appropriate repair agent to pick up the equipment or arrange for repairs, as may be directed or approved.
6. Once the equipment has been returned, the employee must inspect the equipment for safe operating procedures and make a notation in the Lock-Out Log Book with the date the equipment was returned and remove the Lock-Out Tag. If the employee that tagged the equipment is away from the workplace when the equipment is returned, the employee on duty must contact the Supervisor/Supervisor Designate to obtain permission to remove the tag and document in the Log Book.

RECOMMENDED BY: Manager, Human Resources
Coordinator, Health and Safety

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources,
Supportive Living Services (all)

ORIGINAL POLICY DATE: August 2003

AUTHORIZED BY: Executive Director

SIGNATURE:

