



# Lock Out Procedures

Bill Godkin

# Introduction

What is a lock out procedure?

When and why would we lock out tools or equipment?

Do businesses need to have this safety program in place?

# A Lock Out Procedure is...

What? A means of disabling or de-energizing a tool or piece of equipment.

When? The tool or equipment is either unsafe to use or is being repaired.

Why? You must have this program in place as per Section 75 and 76 of the OH&S Act for Industrial establishments.

# Section 75 of OHS Act

- Section 75. A part of a machine, transmission machinery, device or thing shall be cleaned, oiled, adjusted, repaired or have maintenance work performed on it only when,
  - (a) motion that may endanger a worker has stopped; and
  - (b) any part that has been stopped and that may subsequently move and endanger a worker has been blocked to prevent its movement.

# Section 76 of OHS Act

- Section 76. Where the starting of a machine, transmission machinery, device or thing may endanger the safety of a worker,
- (a) control switches or other control mechanisms shall be locked out; and
- (b) other effective precautions necessary to prevent any starting shall be taken.

# Importance?

Failure to properly lock out tools and equipment is one of the major causes of industrial accidents in Ontario today!

This section of the Act is the one most often quoted when businesses are fined in court by the Ministry of Labour.

# Definitions

- *Equipment*: Any tools, devices, machines, piping, vessels, wiring or structures.
- *Lock*: Securing deactivated equipment at the lockout point with safety locks so it cannot be operated. Worker locks must be individually keyed. A landlord can have multiple locks that are opened with a common key.

# More Definitions

- *Lockout Point*: Valves, switches, controls, breakers, radiation shutters or other devices which, if operated, would activate the equipment or release energy and potentially result in injury or equipment damage.



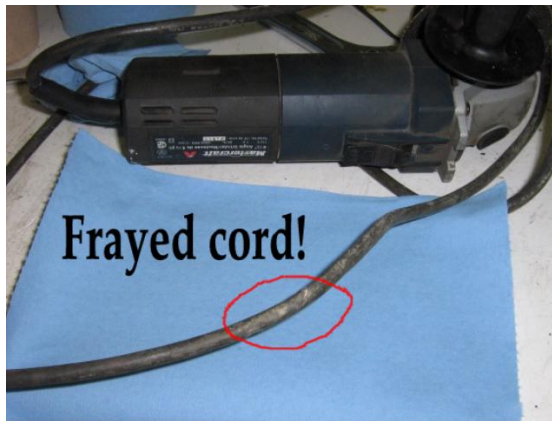
# Responsibilities

- ***Employer:*** shall establish and implement written procedures for lockout and tagging.
- ***Manager:*** Is responsible to ensure the equipment or area has been shut down properly and all energy sources disconnected and locked out. The manager is responsible to ensure the isolation and lockout are done with up to date drawings of the equipment and services. In the case where multiple sources of power to the equipment (interlocks) it is the Managers responsibility to request assistance of electrician to verify the equipment has been electrically isolated from all sources of power. If the manager chooses to designate someone else to carry out the lockout duties, it remains the manager's responsibility to ensure the designate is properly trained for the assignment. In the case of lockout boards it is the manager's responsibility to ensure well-documented procedures and clearly defined roles are established for using the lockout board.

# Individual's Responsibility

- ***Individuals:*** working on or near equipment, which if inadvertently operated, could cause them injury, must secure the lockout points or if the lock and tag board is being used, he/she must place his/her lock and tag on the Lock and Tag Board. They are also expected to clear, try and release the equipment prior to starting work.

# Examples of defective tools...



These are actual  
photos taken of  
tools found in  
workshops

Using either of these  
could have been  
dangerous!

# Machinery....



# Why lock those items out?

The grinder in the first picture had to be locked out so that the guards could be installed.

The second grinder was locked out for the same reason.

Someone could get seriously hurt if they used them.

Now let's go through  
a lock out procedure  
step by step.



After you have identified a tool or equipment that is unsafe to use or needing repairs..

DE activate and/or disable the tool or equipment.  
Remove all sources of energy from the system.

Apply the appropriate clasp, tags and individually keyed locks, as seen here.





Let your co-workers know that you have locked out the tool or equipment, that is not safe to use and to move away while you try to start the equipment to ensure that it has been deactivated.

OR der the repairs of  
the tools or equipment.

**NO**tify your co-workers that the tool or equipment is being repaired or replaced.

DEtail the nature of the repairs in a maintenance log book. This will help you track equipment performance and plan routine maintenance schedules.

A rrange to have all of the locks removed from the clasp. The maintenance person, employee and lastly, the area manager's lock.

Let your co-workers  
know that the tool or  
equipment is now safe  
to use and is back in  
service.

This has a familiar theme to it...

**DEAL  
OR  
NO  
DEAL**



# Deal or no deal...

The television game show, “Deal or no Deal”, is entertaining and fun to watch.

Not locking out equipment properly is a safety practice that can have serious consequences!



# Have a positive safety attitude.

Inspect your equipment on a regular basis.

Check the cords and plugs of your electric equipment for signs of wear and damage.

Also, look at any air or water hoses you may be using, at work and at home!

# No lock out equipment?

So what do you do if you don't have any lock out equipment?

If you come across a badly frayed cord, carefully unplug the equipment.

A wise precaution would be to turn off the breaker first.

# Then...

You can safely unplug the equipment.

Tape the cord to the equipment and attach a “Danger, do not operate.” sign on it and explain why.

Or...

You can cut off the plug with a pair of pliers or wire cutters.

Still place a tag or note on the equipment.

Report this to your supervisor immediately.

# If at home?

**Inform everyone in the household as to the danger that the equipment is presenting.**

**It may be a good time to educate everyone on the importance of working safely and how to go about it.**

**Show them your positive safety attitude and expertise.**

# Questions?

Contact your Joint Health and Safety Committee if you have any questions about the safety of the equipment you are about to use.

# Contact information.

You can also contact Bill Godkin of CEsafty for further information.