

## 7201: HEALTH & SAFETY: EQUIPMENT LOCK-OUT (AP)

Approved: 97 02 11

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### **POLICY**

**The Board of Education wishes to comply with the Workers' Compensation Board regulations relating to lock-out procedures as it endeavors to provide a safe working environment for all of its employees.**

**This policy outlines the regulations which determine specific lock-out procedures and which provide for consequences in the event of non-compliance.**

**The District's Health and Safety Committee is to ensure that the regulations and procedures established under this policy apply to all operations within the District. This Committee will report to the Board through the Business and Property Committee of the Board.**

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### **ADMINISTRATIVE PROCEDURES**

#### **1.0 DEFINITION OF TERMS**

- 1.1 "Lock-out." Process of rigidly securing with a lock the control device of machinery or equipment so that the latter ceases to operate and remains inoperative until the lock is removed.
- 1.2 "Control device." A device controlling the flow of power to the machinery or equipment and including, but not limited to, switches, circuit breakers, valves and clutches. In the case of electrical controls, a control device is the switch controlling the flow of current to the branch circuit supplying power to the machinery or equipment. Control buttons are excluded. In some cases, piping must be blanked, and in these cases, the blanks themselves are the control devices.
- 1.3 "Maintenance." Means the work of keeping machinery or equipment in a safe operating condition and includes but is not limited to repairing, adjusting, cleaning, lubricating and the clearing of obstructions to the normal flow of material.

#### **2.0 LOCK-OUT PROCEDURES**

- 2.1 When circumstances require the application of lock-out procedures the control devices shall be secured in the inoperative position by the use of locks. Such locks

shall be marked or tagged to identify the person applying them. Written lock-out procedures shall be made available to all workers who are required to work on the machinery or equipment.

- 2.1.1 Each set of locks will have only two keys. One key will be issued with the locks to the employee. The second key will be kept in a secured location controlled by the Maintenance Manager for use with the lock removal procedure only.
- 2.1.2 Employees who are not issued locks but require them for a specific job may obtain locks through the foreman in the employee's department. These additional locks will be located in a locked cupboard. The department foreman will be responsible for issuing the locks and checking them off upon return, and responsible also for maintaining a log recording the following:
  - i.) number of lock sets in cupboard,
  - ii.) I.D. numbers of lock sets,
  - iii.) date lock issued and returned,
  - iv.) job lock is used for,
  - v.) signature of person receiving the locks.
- 2.2 Each employee who works on the machinery or equipment requiring lock-out procedures shall be responsible for the following:
  - 2.2.2 Notifying the equipment operator of the necessity of stopping the equipment and of locking it out;
  - 2.2.3 Locking out the equipment if authorized to do so, or obtaining the services of a journeyman tradesperson so authorized;
  - 2.2.4 Ensuring once lock-out procedures have been applied that the affected machinery or equipment is inoperative; and,
  - 2.2.5 Removing, or have removed, the lock(s) upon completion of work on the machinery. Locks shall only be removed by the person or persons who installed them, or in emergency, by the Maintenance Manager who shall first make every effort to contact the individual who put the lock on, and who shall then ensure that the machinery or equipment can be operated safely.
- 2.3 Where an employee is required to work on equipment already locked out, the employee will add his/her own lock to the one already there. The employee who removes the last lock will ensure that it is safe to re-start the machinery or equipment.
- 2.4 Should an employee leave the work site upon shift completion and forget to remove the lock, the Foreman or Maintenance Manager may remove the lock provided these steps have been taken.

- 2.4.1 Every effort has been made to contact the employee whose lock is on the equipment and who will be recalled on his/her own time to remove it;
  - 2.4.2 The Lock Removal Form is completed by the Foreman or Maintenance Manager; and,
  - 2.4.3 The duplicate key is returned to the locked key cupboard and the lock now removed is returned to the employee prior to his/her next shift.
- 2.5 When equipment or machinery is isolated by use of an unidentified lock, its removal will be done in the following manner.
- 2.5.1 The employee removing the lock makes a visual check of the equipment or machinery.
  - 2.5.2 A second employee is posted at the equipment to ensure that it is safe;
  - 2.5.3 The lock is removed using whatever method is necessary;
  - 2.5.4 The equipment is started up to ensure it will run safely; and,
  - 2.5.5 The Lock Removal Form is completed and filed in the
  - 2.5.6 Maintenance Manager's Office.
- 2.6 HOLD tags are placed on isolated control devices to indicate that the machinery or equipment is defective or that maintenance work is incomplete and the employee is removing his/her personal lock.
- 2.6.1 When a HOLD tag is required, one tag is to be put on the control device by a foreman or person from each trade involved with the equipment and each tag must contain information giving the reason why it is required.
  - 2.6.2 When the repairs have been completed and the equipment is again safe to operate, the employee currently involved will remove both his/her lock and the HOLD tag. Note that the tag initiated by one department or trade, where possible, must be removed by someone from that same department or trade who is familiar with the department, or by a foreman authorized by that department or trade.

### **3.0 CONSEQUENCES FOR NON-COMPLIANCE**

- 3.1 Lock-out is mandatory. An employee who intends to work on equipment when it is shut down must isolate it and lock out the control devices for that equipment according to the lock-out procedures. (2.2 - 2.3).
- 3.2 No one may attempt to bypass locked out control devices in order to operate equipment.
- 3.3 No employee is permitted to remove another employee's lock except in circumstances outlined in the lock removal procedure (2.4 - 2.5)

**Removal of another employee's lock except under Section 2.4 and 2.5 will result in disciplinary action:**

- 3.3.1 First offense: 3 days suspension without pay for any employee of School District 70; and a three-day suspension from school for students.
- 3.3.2 Second offense: Dismissal from employment with School District 70 for any employee and total suspension from school for any student.
- 3.4 An employee must not under any circumstances lend his/her locks or keys to another employee, or borrow locks or keys from another employee.
- 3.5 Lock-out locks are to be used solely for the purpose of lock-out and not permitted for any other use. Misuse of lock-out locks shall be considered a violation of the Lock-Out Procedure and subject to investigation as outlined in Section 4.0.

## **1.0 INVESTIGATION OF LOCK-OUT VIOLATIONS**

A violation of the Lock-Out rules is a serious offense and can be subject to disciplinary action.

- 4.1 Apparent failure to follow any of the lock-out rules is subject to an investigation. (See section 6 WorkSafe BC, I.H. & S Regulations.) The procedure for investigating lock-out incidents is as follows:
  - 4.1.1 The investigation team will minimally include the Manager of the department, the safety department representative, and the District Safety Officer.
  - 4.1.2 This committee may call any employees required as witnesses.
  - 4.1.3 The investigation may include a visit to the site with the individuals of the investigation team and any witnesses involved in the incident.
- 4.2 The investigation report shall be delivered through the Safety Committee to the Area Manager, who will review the investigation and recommendations. The corrective action is to be initiated as soon as practicable.
- 4.3 If disciplinary action arises from the lock-out investigation, disciplinary action shall be carried out in accordance with Administrative Procedure 4010: Progressive Discipline - Culpable Matters.