
PURPOSE: To detail the basic requirements necessary for the provision of positive protection for multi-crews and individual workers while performing repairs to machines and equipment.

EXCLUSIONS: This Policy does not apply to testing of equipment or trouble shooting.

PROCEDURE:

INITIAL MAIN POWER SHUT-OFF AND LOCK-OUT BY THE PERSON IN CHARGE:

- a) The operator is personally responsible for initially stopping or shutting down the machine in the normal manner, i.e. by pushing the stop button, shutting off valves, opening bleed valves, blanking lines, etc. as necessary.
- b) After the machine has stopped and, where applicable, loads on electrical lines are shut off, the main disconnect switch shall be opened and locked in the open (OFF) position by the person in charge or other qualified person under his direction, e.g. an electrician.
- c) After the disconnect switch has been locked out, a check should be made by pushing the start button or switch to ensure that the correct master switch has been disconnected.
- d) A warning sign or tag should be added to the padlock by the person in charge indicating the nature of work; location if other than the immediate area; date; workers or departments responsible for the work, etc.
- e) The presence of the lock belonging to the person in charge is evidence that the machine is properly and completely shut down and in a safe condition for work to commence. Except as required and directed by the person in charge for purposes of interim testing, etc. the lock shall only be removed after all work has been completed and equipment is safe and ready to operate.
- f) The lock shall only be removed by the person in charge and this responsibility shall NOT be delegated.

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- g) If a machine is to be taken out of service, it shall be shut down and locked out by the operator and remain locked out during the entire period that it is out of service.

MULTIPLE LOCKS AND LOCKOUT BARS

- a) After the machine has been shut down and locked out by the person in charge, each worker working in or on the machine shall be protected by personally placing their own safety lock on the disconnect switch. The key for the lock must be retained by the person while lock is in place.
- b) Where several workers or trades are working on the machine, provision for additional locks will be made to accommodate other locks.
- c) A durable tag should be attached to each worker's lock showing name or clock number and department, if applicable.
- d) Each worker should be impressed with the fact that, even though the disconnect switch may already be locked, they are not protected until they attach their own personal lock.

LEAVING THE WORK

- a) When work has been completed, each worker should report this fact to the person in charge. Each worker may then remove personal lock and tag prior to leaving the machine.
- b) If work is not completed at the end of the day or shift, each worker shall report the status of the work to the person in charge or, if applicable, to the person in charge of the incoming shift before removing their personal lock and tag. The incoming shift shall place their locks and tags as in paragraph "a)" above before commencing work on the machine. The person in charge shall not remove their lock until the person of the incoming shift has placed their lock on the machine.
- c) It will be noted that, although workers remove their locks on leaving the machine, the lock belonging to the person in charge is still in place. Therefore, at no time will the machine be left unlocked until all work has been completed.

USE AND CONTROL OF PADLOCKS

- ◆ Locks made by a reputable manufacturer should be supplied by the company to preclude the possibility of workers providing inferior locks which can be tampered with or opened by other keys.
- ◆ Combination type locks or locks with a master key or duplicate keys are NOT recommended. If duplicate keys are obtained they must be kept in a locked depository away from the normal "Safety Lock Control" centre. They must be under the direct control of a responsible person, e.g. safety officer and used ONLY by them in an emergency. At least two people should be responsible for using a duplicate key.
- ◆ Locks should be checked when purchased to ensure that no two or more locks can be opened by the same key.
- ◆ Each worker should be issued with their personal lock with their name or clock number stamped on it. If this is not practicable, a simple and economical method of control for the issue of locks is suggested as follows:
 1. The locks should be serially numbered by stamping, and kept on a "Safety Lock Control Board" against a matching set of serial numbers.
 2. The locks should be under the control of a responsible person, e.g. safety officer, tool room attendant, etc. who has the facilities to maintain a log or register of locks issued, dates of issue and return, and name of worker or person in charge to whom the locks have been issued. Locks shall not be loaned or transferred between workers. They must be returned to and re-issued from the "Safety Lock Control" centre.
 3. The workers should carry their own supply of durable tags bearing their name and department. These tags should be attached to their lock for identification while in use on the disconnect switch lock-out.

ELECTRICAL CONTROL EQUIPMENT SHOULD BE CLEARLY IDENTIFIED AS TO THE MACHINE CONTROLLED.

Where it is not practicable to disconnect and lock out the power supply to live electrical installations, equipment or power lines:

- a) rubber gloves, mats, shields or other protective equipment adequate to ensure the safety of all workers shall be used while the work is being performed; and
- b) a person other than the worker doing the work who is trained in the use of artificial respiration, shall be conveniently available while the work is being performed.

Where work is to be done on a power line of 750 volts or over, and the power supply cannot be disconnected and locked out of service:

- a) the work shall be carried out by a competent person under the authority of an electrical utility; and
- b) rubber gloves, mats, shields or other protective equipment, and procedures adequate to ensure the safety of all workers shall be used while work is being performed; and
- c) a person, other than the worker doing the work, who is trained in the use of artificial respiration, shall be conveniently available while the work is being performed.