CITY OF HAMILTON - CORPORATE SAFETY PROCEDURE

DEVELOPED BY: CORPORATE WORKPLACE SAFETY SECTION
DATE: 2002-10-01

APPROVED BY: Corporate Management Team
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LOCK-OUT PROCEDURE

I. PURPOSE:

To ensure that all workers, who are required to work on any power supply to electrical installations, equipment, machines and other devices, are protected from any associated energy source or possible movement.

This must be accomplished by an adequate "LOCK OUT" procedure that will render the power source or machine incapable of releasing energy or being switched on by another person.

Compliance requirements for lockout procedures are outlined in the Occupational Health and Safety Act and appropriate sections of the Industrial and Construction Regulations.

II. SCOPE AND RESPONSIBILITY:

This procedure applies to all City of Hamilton work sites, locations and processes where work on installations, equipment, machines and other devices are being carried out.

NOTE: This procedure reflects minimum requirements only which apply to all City of Hamilton operations and practices.

Individual Departments must develop specific LOCK OUT SYSTEMS to best suit their work processes and procedures, in consultation with their joint health and safety committees and the Corporate Health and Safety Section.

Corporate Workplace Safety Section:

Will provide information and assistance in lock out procedures to allow line departments to initiate and maintain proper procedures thereby ensuring worker health and safety and compliance with applicable legislation.

Departments:

Each department will ensure that a proper lockout procedure is implemented in the department, in consultation with the Joint Health and Safety Committee and that all workers are properly trained in the established lockout procedure.
III. PROCEDURE:

1) To ensure that when working on any piece of equipment, power source or machinery, a worker locks out any part that is capable of being put into motion, in any manner, prior to commencing the work.

2) To ensure that any stored energy from the system (air, water, steam, hydraulics etc.) is released prior to commencing the work.

3) To ensure that where a lockout procedure is in effect, workers are provided with and use their own personal locks and appropriate tags to secure the equipment from danger.

4) To ensure that an appropriate "check off" system is in place. This must include consultation with a member of the joint health and safety committee, in the event the removal of locks, when the lock owner is not present, becomes necessary.

5) Equipment testing and troubleshooting operations may require that a "lock out" system is not utilized. Locking out is not required:
   - If the conductors are adequately grounded with a visible grounding mechanism; or
   - If the voltage is less than 300 volts and there is no locking device for the circuit breakers or fuses and procedures are in place adequate to ensure that the circuit is not inadvertently energized;

Only trained, qualified personnel may perform testing and troubleshooting function as per Construction Regulations Project Section 181 - 195.

NOTE:
Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Hamilton disciplinary procedure and will be based on the merits of the specific case.

Prior to disciplinary measures being taken, management is advised to consult with Labour Relations.