

DOCUMENT IDENTIFICATION				
Document Title	Energy Control - Lockout	Document No.	HS-020	Page 1 of 4

DOCUMENT CLASSIFICATION			
Document Type	Procedure	Category	Health and Safety

DOCUMENT CONTROL			
Prepared By	Joint Health and Safety Committee	Effective Date	April 16, 2013
Approved By	Candys Ballanger-Michaud, President & CEO WSN Board of Directors	Supersedes	New
Date Approved	April 16, 2013	Next Review Date	April 2014

RELATED DOCUMENTATION / POLICIES	
INTERNAL	<ul style="list-style-type: none"> Applicable legislation
EXTERNAL	<ul style="list-style-type: none"> Workwell 4.2

Policy Statement	To prevent injury to our workers, it is necessary that machinery and equipment must be de-energized, locked out to a zero energy state or to have other means of providing an adequate temporary protective device or process so that the equipment is safe to work on. This will be achieved through the implementation of WSN's lockout/tagout procedures to be followed by all staff and visitors/contractors providing service or maintenance to equipment.
Purpose	To ensure WSN workers, visitors and hired contractors are adequately protected when performing lockout/tagout procedures. This will be achieved through the implementation of WSN's lockout/tagout procedures to be followed by all staff and visitors/contractors providing service or maintenance to equipment.
Scope	This applies to all Workplace Safety North staff, visitors/contractors in North Bay and Sudbury offices, on member firm sites, and in Mine Rescue stations.
Responsibility & Authority	<p>Violation of this procedure may result in disciplinary action up to and including discharge.</p> <p>EMPLOYER / PRESIDENT & CHIEF EXECUTIVE OFFICER</p> <p>It is the responsibility of the Employer/President & Chief Executive Officer to:</p> <ol style="list-style-type: none"> 1. Ensure that the WSN Lockout Procedure is established and implemented, 2. Provide the necessary resources for the establishment, implementation and on-going effectiveness of the Lockout Procedure, 3. Ensure that all employees, contractors and their employees are trained in the Lockout Procedure prior to being authorized to lockout any equipment, 4. Communicate the WSN Lockout Procedure to clients prior to the implementation of this procedure.

SUPERVISORS / MANAGERS

It is the responsibility of supervisory personnel to:

1. Ensure that each worker who is authorized to lockout equipment is properly trained in the Lockout Procedure and that the worker understands the procedure,
2. Ensure that workers responsible for a work-site are properly trained in the Lockout Procedure so they can familiarize any contractors hired to work at their work-site with the proper procedure, and to
3. Ensure that each authorized employee follow the Lockout Procedure as detailed and initiate immediate disciplinary action if the procedure is not followed as per accountability section of this policy.

EMPLOYEES

No employee shall be allowed to lockout equipment until they have received the lockout training and assigned the proper equipment unless they are under the direct supervision of supervisory personnel.

It is the employee's responsibility to:

1. Participate in lockout training and to follow the Lockout Procedure as detailed. Failure to do so will result in disciplinary action,
2. Instruct any contractor hired by Workplace Safety North on proper Lockout Procedure.
3. Advise clients of WSN's Lockout Procedure and receive the necessary training prior to entering an area requiring lockout.

PROCEDURE

Any Workplace Safety North worker, visitor or contractor who works with equipment or machinery where there is a risk of an unexpected start-up, energization, or release of stored energy must implement the lockout/tagout procedure and receive lockout/tagout training prior to performing their assigned duties. It remains the responsibility of the immediate supervisor to ensure that this training is conducted annually. The Joint Health and Safety Committee will verify the completion of this training on an annual basis. Human Resources will maintain copies of annual training records.

OFFICE STAFF/VISITORS/CONTRACTORS

1. Complete assessment of equipment requiring lockout/disconnect/tagout procedures to be conducted by the JHSC prior to first use. All staff must receive lockout/tagout training from their supervisor prior to being allowed to conduct lockout. Staff members responsible for visitors or contractors who are coming onto the premises to conduct work on identified equipment will ensure they understand and apply this policy and related procedures.
2. Staff members responsible for visitors or contractors will ensure that a complete review of the WSN lockout/tagout policy and procedure is conducted by designated staff member identified by the JHSC. Upon completion of this training a document verifying the successful completion of the training and the individuals involved will be provide to Human Resources for our records.
3. Regardless of work being performed on identified equipment the power supply shall be disconnected and tagged "out of service". Once these precautions are taken the equipment will be checked to ensure a zero energy state has been achieved.

- Any part of identified equipment or device to be cleaned, adjusted or have maintenance performed will only be done when any motion has stopped, the equipment is disconnected and tagged and the worker has verified that the equipment is in a zero energy state. If a circumstance occurs where adjustments or maintenance must be performed with the equipment live, the JHSC must be contacted to assist in the development of an effective work procedure which has worker safety as a primary objective.

FIELD AND PROGRAM DEVELOPMENT STAFF

- During consultations with member firms, WSN Consultant/Trainers and program development staff will only enter a restricted area requiring lockout and tagout when accompanied by a representative of the firm and the necessary lockout and tagout procedures established by the firm have been reviewed and implemented prior to entry.
- The Consultant/Trainer or program development staff will be provided with the necessary lock and tag by the firm which will be utilized when performing lockout and tagout as per the company procedure. The Consultant/Trainer or program development staff will always ensure that the equipment is checked at the operator's panel once lockout and tagout is complete to confirm a zero energy state has been achieved. The Consultant/Trainer or program development staff should be clear that if they have any reservations as to the effectiveness of the lockout and tagout procedures being utilized by the firm they will decline entering the area in question.
- Once consultation activities in this restricted area are completed the lockout and tagout procedure will be reversed to remove all lockout equipment. This equipment will be returned to the member firm prior to leaving the worksite.

Any deviation from this policy will lead to disciplinary action.

TRAINING

- All personnel required to perform lockout will receive training in the requirements of this policy at the time orientation is completed.
- Lockout training must be reviewed annually or as the procedure changes. This review may not cover the entire program however should cover the main responsibilities and any changes to the program since the last full training session.
- All personnel who are authorized to lockout equipment will receive training in the requirements of this policy and procedures.
- All personnel who have received the lockout training will receive specific training on machinery lockout specific procedures when required.
- Contractors and their employees who are required to lockout equipment will receive training in the requirements of this policy and procedures.
- Lockout of machinery and equipment may be performed only by those persons that have been trained in proper lockout techniques and are authorized by WSN.
- Persons who supervise or are authorized to lockout shall be trained in the complete Lockout training program every 3 years.

ACRONYMS AND DEFINITIONS

JHSC	Joint Health and Safety Committee
OHSA	Occupational Health and Safety Act (Ontario)
LOCKOUT	<p>Lockout means to physically neutralize all energies in a piece of equipment before beginning any maintenance or repair work.</p> <p>This generally involves:</p> <ul style="list-style-type: none"> Stopping all energy flows (for example, by turning off switches, or valves on supply lines);

	<ul style="list-style-type: none"> • Locking switches and valves; • Securing the machine, device, or power transmission line in a de-energized state (for example, by applying blocks or blanks, or bleeding hydraulic or pneumatic pressure from lines). • Testing the equipment, device or apparatus to ensure it does not operate.
AUTHORIZED WORKER	A worker that has been properly trained in the correct procedures for locking out equipment or machinery and has been authorized by the WSN to perform the lockouts.
AFFECTED WORKER	A worker that has their normal job functions affected by the lockout and must be made aware that the lockout is in place.
LOCKOUT TAG(s)	Plastic tag(s) used to identify the authorized person who has applied the lockout/tagout along with the date and reason for the lockout is to be left in place for more than their shift.
SITE LOCK(s)	Lock(s) assigned to specific worksite for the application of the lockout/tagout policy and procedures.

CHANGES TRACKING LOG

Revision(s) Date	Revision(s) Made
January 2013	New; prepared by JHSC

REVIEW HISTORY

1. Formatted January 2013
2. Endorsed (with revisions) by HR Committee March 21, 2013
3. Approved by WSN Board of Directors April 16, 2013