Subject: Lockout/Tagout

Purpose and Scope: Using Lockout/Tagout to prevent injury to employees/users engaged in service or maintenance activities or machines and equipment.

TERMS AND DEFINITIONS:

Energy Isolating Device – A Mechanical device the physically prevents the transmission or release of energy, including by not limited to, the following: a manually operated electrical circuit breaker; a disconnect switch; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

Lockout – The placement of a lockout device on an energy isolating device according to an established procedure; this ensures that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout Device- A device that is uses a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent the energizing of a machine or other equipment.

Tagout- The placement of a tagout device on an energy isolating device, according to an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout Device- A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device according to an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Requirements for Lockout/Tagout Devices
The Lockout/Tagout (LOTO) device must be readily identifiable and must not be used for any purpose other than energy control.

The following conditions must also be met:

- Locks must be individually keyed.
- One key must remain in the possession of the authorized employee (user); the other must be placed in a secure location in the appropriate supervisor’s office.
- In case of dire emergency condition, the supervisor may use the foreman’s key to remove the lockout after it has been established that all safety precautions for removal of the lockout device have been observed.
- The authorized employee’s name and date when place placed will be put on each tag.

Procedures to effectively lockout/tagout equipment:

1. Shutting off the equipment or machine;
2. Locating the energy isolating devices and isolating the equipment or machinery from them;
3. Locking or tagging out the energy isolating devices;
   Lockout devices must be attached in such a manner so as to secure the energy isolating devices in the "safe" or "off" position
4. Reducing or eliminating stored residual energy;
5. Verifying the effectiveness of the energy isolation;
   Operations must be certain that the energy sources have been disconnected by checking the normal
   operating controls.

**Caution: Operating controls must be returned to the “neutral” or “off” positions after the test.**

When more than one person is required to lockout or tagout equipment, each must place his/her own personal
lockout device or tagout device on the energy isolating device(s).

**Restoring Machines or Equipment to Normal Operations**

When the servicing or maintenance is completed and the equipment is ready to returned to normal operating condition,
the following steps must be taken:

- Check the equipment and area to ensure that all nonessential items and tool shaves been removed and that
  the equipment is operationally intact
- Check to ensure that all employees/users have been safely positioned or removed from the area.
- Verify that the controls are in neutral
- Remove the lockout devices and re-energize
- Report to the shift supervisor when the equipment is returned to normal service

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