

<i>The Town of Fort Frances</i>	<b>SECTION</b> HEALTH AND SAFETY
<u>Lockout / Blockout</u>	<b>REVISED</b> July 2004
<b><u>POLICY</u></b>	
Resolution No.	Supercedes Resolution No.
Policy Number 5.17	<b>PAGE 1 of 2</b>

**1. PURPOSE:**

The purpose of these requirements is to protect the health and safety of all Town of Fort Frances employees and to ensure compliance with the *Occupational Health and Safety Act* (Act) and the applicable requirements of the regulation respecting Industrial Establishments (Reg. 851).

**2. SCOPE:**

These requirements apply to all Town of Fort Frances employees, contract personnel and contractors performing service or maintenance on machinery or equipment in which the unexpected energizing or start-up of the machinery or equipment, or release of stored energy may cause injury to workers.

**3. RESPONSIBILITY:**

- i. The employee performing the repairs on the equipment, or who determines that the equipment is unsafe to operate, is responsible for the proper application of this procedure.
- ii. The supervisor is responsible for ensuring the policy is adhered to.

**4. PROCEDURE:**

**A. GENERAL:**

- 1. Lock-out equipment is defined as a tag, lock and key, metal scissor, and circuit breaker lock-out.

**B. LOCK-OUT:**

- i. Lock-out equipment will be used by those employees who perform repairs on equipment.
- ii. The lock-out equipment is to be kept in a designated storage area and is not to be used for any other purpose.

- iii. If a piece of equipment is unsafe or repairs are to be made, a "safety lock-out" is to be applied and the employee is to fasten his/her lock-out equipment to it, before commencing any repairs.
- iv. If a piece of equipment cannot be locked out, the fuses should be removed and the switch tagged, identifying the equipment status.
- v. Prior to the removal of the lock-out equipment, the employee should check the equipment and the immediate area to ensure that the equipment can be started safely.
- vi. If repairs overlap from one shift to the next, the employee going off shift is responsible for ensuring that his/her lock-out equipment is removed and that the equipment from an employee on the incoming shift replaces it.
- vii. If an employee neglects to remove his/her lock-out equipment before leaving the facility, the supervisor will call him/her at home to return to the facility and remove the equipment. The supervisor may remove the lock-out equipment, using a master key, only after he/she has:
  - a) contacted the employee(s)
  - b) verified the employee(s) are not still working on the equipment
  - c) it is safe to start up the equipment
- viii. In those cases where adjustments can only be made when the equipment is operating, a "spotter" positioned at the "EMERGENCY STOP" button, voids a lock-out.

**B. BLOCK-OUT:**

- i. Where equipment needs to be operating in order to make repairs and a lock-out is not appropriate or possible, the equipment should be blocked-out in such a manner as to prohibit movement of those moving parts that may cause injury.