

MODEL LOCKOUT

PROCEDURE #2

BENEFITS

Companies have a duty to protect workers both while using equipment and machinery for their intended purpose and when repairing and maintaining that equipment. The primary way of fulfilling that duty is through what's called "lockout," which is when a equipment has been turned off and rendered inoperable with the use of a lock. The OHS laws generally require employers to have written lockout procedures that workers must follow.

HOW TO USE THE TOOL

Adapt this basic Model Lockout Procedure for the machinery and equipment in your workplace. Make sure that it's consistent with your lockout policy and the requirements in your jurisdiction's OHS law. And train all workers who use such machinery and equipment on the procedures.

ADDITIONAL RESOURCES

AB: [Guide to Part 15 of the OHS Code 2009](#)

BC: [Lockout Booklet](#); [Lockout Safety Talk](#); [Video: Lockout: A guide to safe work practices](#)

MB: [Guideline for Safeguarding Machinery and Equipment](#)

NB: [Lockout Hazard Alert](#); [Lockout Handout](#); [Lockout Safety Talk](#); [Lockout Checklist](#)

NS: [Lock-out: A Guide to Part 6 of the Occupational Safety General Regulations](#)

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A variety of lockout devices have been purchased and provided to workers. Procedures for using these devices must be adhered to without deviation to protect the safety of individuals. The lockout devices, locks and tags are located in individual departments. Check with your supervisor regarding location and availability of lockout equipment.

1. **Identify the machinery** or equipment that needs to be locked out.
2. **Ensure all operating personnel are informed** that the equipment will be shut down.
3. **Shut off the machinery or equipment.** Use the power control device, usually the start / stop switch on the equipment or machinery, to shut down. Ensure all moving parts have come to a complete stop. Ensure that shutting off the equipment does not cause a hazard to other workers.
4. **Identify and de-activate** the main energy-isolating device for each energy source.
5. **Apply a personal lock** to the energy-isolating device for each energy source. Ensure all parts and attachments are secured against inadvertent movement.
 - If you do not know the lockout procedure for the equipment / machinery, contact your supervisor.
 - If there are more than two lockout points for the equipment or machinery, it must be listed on the specific lockout procedure sheet.
 - If there is only one lockout point, it should be posted at the lockout point
6. **Test the lockout** to make sure it is effective and to verify that each energy source has been effectively locked out.

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- Before testing, ensure all workers are in the clear and that no hazard will be created if the lockout is not effective. Try to start the equipment or machinery using the start/stop button or other power control device. Ensure that there are no interlocks upstream of the equipment or machinery that are giving a false reading at the start stop button.
 - All residual pressure must be bled from the system. Hydraulic and pneumatic machinery may still cycle after being locked out if pressure is not bled from the system.
 - Remember that if you are the first person to lockout the equipment or machinery, you are responsible to ensure it is safe for anyone else who locks out.
7. **Lock Removal & Re-energization** - When the work is completed:
- Remove all tools from the equipment or machinery.
 - Ensure all the necessary guards are put back in place.
 - Notify all affected workers, including responsible operators, that the lockout will be removed.
 - Remove your lock(s).
 - The last person to remove their personal lock must check the work area to ensure that all workers are clear of the equipment or machinery.
 - If you forget to remove your personal lock when you leave the worksite, you will be contacted to come back and remove your lock. If you cannot be contacted, the lock removal procedure will be