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DEFINITIONS

3.01 In this part, the following definitions apply:

"control system"
means a manual, remote, automatic or partially automatic system for controlling the operation of equipment;

"energy-isolating device"
means a device that physically prevents the transmission or release of an energy source to machinery or equipment;

"energy source"
means any electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other source of energy of potential harm to workers;

"isolating device"
means a device for controlling the operation of machinery or equipment;

"lockout"
means the use of a lock or locks to render machinery or equipment inoperable or use of an energy-isolating device in accordance with written procedures;

"personal lock"
means a lock provided by the employer for a worker to use for personal lockout protection such that each lock, when applied, is operable only by a key in the worker's possession, and by a key under the control of the supervisor or manager in charge.

GENERAL

Isolation

3.02 Where a worker could be injured by the unexpected energization or startup of machinery or equipment, or the unexpected release of an energy source, the energy source shall be isolated and effectively controlled.

WHEN LOCKOUT REQUIRED

Lockout required

3.03 Whenever machinery or equipment is shut down for maintenance work, all energy-related hazards shall be effectively controlled before work is done.

During maintenance

(1) All parts and attachments shall be secured against inadvertent movement.

(2) Energy-isolating devices shall be locked out as required by this Part.

Normal production

(3) Where machinery or equipment is in use for normal production work and is not effectively safeguarded to protect the workers, lockout procedures shall be followed.

LOCKOUT PROCEDURES

Procedures

3.04 (1) Safe, effective lockout procedures, specific to the workplace, shall be developed and workers shall be trained in the safe and effective use of these procedures.

(2) Lockout procedures shall provide a safe, orderly transfer of control of the lockout at shift change or such other times as is necessary.

(3) Lockout procedures shall be explained verbally and given in writing to each worker.

Number of locks

(4) A sufficient number of locks suitable to the lockout procedure shall be supplied to each worker.

Identification

(5) Each personal lock shall be marked so the worker who applied it can be easily identified.

Combination locks

(6) Combination locks shall not be used for lockout procedures.

Specified locks

(7) When an energy-isolating device is locked out, it shall be secured in the safe position with locks specified in the lockout procedure developed by the employer.

Application

(8) Every worker shall correctly apply lockout procedures.

GROUP LOCKOUT PROCEDURE

Procedures for group lockout

3.05 A group lockout procedure shall be developed and used where three or more workers are working on machinery or equipment that must be locked out, or when more than four energy-isolating devices require isolation. The procedure must meet the requirements of subsections (1) to (6).

Appointed workers

(1) Two competent and appointed persons shall be responsible for

(a) independently locking out the energy-isolating devices,

(b) securing the keys for the locks used under subsection (a) with personal locks or other positive sealing devices acceptable to the director, and

(c) completing, signing and posting a checklist that identifies the machinery or equipment components covered by the lockout.

Personal locks

(2) Each worker, before commencing work on the locked out components, shall apply a personal lock to the key securing system used in subsection (1) (b).

Secondary system

(3) Workers shall lock out a secondary key securing system where two competent persons lock out the primary key securing system and place their keys in the secondary system.

Lock removal

(4) Each worker referred to in subsections (2) and (3) shall remove his or her personal lock from the key securing system on completion of the work.

Group removal

(5) When the requirements of subsection (4) have been met and it has been determined that it is safe to end the group lockout, the two competent persons shall be responsible for removing their personal locks or the positive sealing device from the key securing system containing the keys for the locks, and once those keys are released, the system shall no longer be considered locked out.

Written procedure

(6) The written group lockout procedure shall be conspicuously posted at the place where the system is in use.

ACCESS TO ENERGY-ISOLATING DEVICES

Access to devices

3.06 When an energy-isolating device is locked out, the lock shall not prevent access to other energy-isolating devices supplying machinery or equipment.

CHECKING LOCKED OUT EQUIPMENT

Verification of lockout

3.07 Workers shall be provided with and use procedures to verify that all energy sources have been effectively locked out.

Worker responsibility

3.08 A worker who works on locked out machinery or equipment shall ensure that

(a) the energy-isolating devices are locked out before starting work,

(b) personal locks are removed on completion of the work, and

(c) he or she maintains immediate control of the key(s) to his or her personal locks.

REMOVAL OF LOCKS

Lock removal

3.09 (1) A personal lock shall only be removed by the worker who installed it unless the worker is unavailable.

(2) If the worker is unavailable, the supervisor or manager in charge may remove the lock after

(a) ensuring that the machinery or equipment can be operated safely before removing the lock, and

(b) making every reasonable effort to contact the worker who installed the lock.

(3) The supervisor or manager shall notify the worker at the start of the next shift if the worker's personal lock(s) has been removed since the worker's previous shift.

LOCKS NOT REQUIRED

No lockout required

3.10 Lockout is not required if

(a) an energy-isolating device is under the exclusive and immediate control of the worker at all times while working on the machinery or equipment, or

(b) the tool, machine or piece of equipment that receives power through a readily disconnected supply, such as an electrical cord or quick release air or hydraulic line, is disconnected from its power supply and its connection point is kept under the exclusive and immediate control of the worker at all times while work is being done.

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