



## 1.0 PURPOSE AND SCOPE

To ensure that all employees and contractors are protected from accidental or unexpected activation of electrical, mechanical, hydraulic and all other forms of energy.

These minimum requirements are based on de-energization of all energy sources, which could cause injury or death. All employees and contractors shall comply with this procedure.

## 2.0 DEFINITION

**LOCK-OUT** is defined as the practice of using keyed security devices (locks) to prevent the unexpected start-up or release of stored energy.

**TAG-OUT** is defined as the practice of using tags in conjunction with locks to increase the visibility and awareness that machinery / equipment is not to be energized or activated.

**ABSENT WORKER** is a worker who has placed a lock on an isolation device but is not available to remove the lock.

## 3.0 RESPONSIBILITIES

- a) Responsibility for complying with this procedure is binding upon all employees and contractors. Castool will instruct all persons (including new hires) who may be required to follow this procedure in the purpose and use of the lock-out/tag-out procedure.
- b) The supervisors and the joint health and safety committee will audit this lock-out procedure.

## 4.0 PROCEDURE

### GENERAL

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any device bearing a lock or tag.

### SPECIFIC

**Prepare for shutdown** –Identify all types of energy sources that apply to the equipment/machine being locked out.

**Shut down** - Shut down machine/equipment by the normal stopping procedure. Visually check to see all moving parts have come to a complete stop.

**Lock-out/tag-out**- Apply an individual lock and tag to each energy isolating device. Each workers name, date, and reason for lock-out must be printed on the tag.

**Verify isolation of equipment**- Verify that energy is locked out by pressing the start buttons or activating the controls. Return all controls to the off position and periodically verify isolation until service or maintenance is complete.

### REMOVING LOCKS AND TAGS

#### GENERAL

Upon completion of work, ensure equipment is intact and all tools and other items have been removed. Check the equipment area to ensure no one is likely to be at risk upon re-energization of equipment/



machine. Locks and tags are to be removed only by the person who placed them on the machine/equipment.

### **SPECIAL CIRCUMSTANCES**

In the event the person who installed the locks and tags is absent when they are to be removed, the absent workers supervisor has the authority to remove the lock provided each of the following criteria is met:

- a) The system is deemed by the supervisor safe to unlock.
- b) Removal is documented on the attached form.
- c) Signatures from the shift supervisor and a worker member of the Joint Health and Safety Committee are obtained.
- d) Upon returning to work, the absent worker is immediately notified that the lock-out was removed. This can be done verbally by the supervisor and in writing by way of the attached form.

## **5.0 RECORDS**

Lock-Out Device Removal Form # F802