









Safe Work Practice / Job Procedure

Lock-Out/Tag-Out

Potential Hazards

- Electrical Shock
- Chemical Exposure
- Skin Burns
- Lacerations & Amputations
- Fires & Explosions
- Chemical Releases
- Eye Injury
- Death
- All personnel must ensure they have been appropriately trained by their supervisor.

Required Personal Protective Equipment and Devices

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing
							

Safe Work Practice

- Do Not Lock-out or Tag-out unless you have been properly trained to do so
- Always let others know of the lock out or tag out
- Do Not attempt to operated something that has been locked out or tagged out

PPE Required:

- Foot Protection
- Hearing Protection
- High Visibility
- Head Protection
- Eye Protection

Safe Job Procedures

1. The "Red Tag" must be used whenever the operator or driver believes his equipment is unsafe to operate and that further operation would result in an accident or personal injury
2. The supervisor or appropriate person in charge of the equipment must be notified of the decision to "Red Tag" a piece of equipment
3. Any Person who removes a "Red Tag" from equipment and is not authorized to do so will be considered in deliberate violation of Safety Rules and subject to sever disciplinary

action, up to and including discharge

4. After inspection/necessary repairs have been made the “Red Tag” will be removed from the equipment by the supervisor and the equipment released for use
 5. Equipment that has been marked with the “Red Tag” will be moved only by a person designated by a supervisor
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1. Each supervisor/journeyman has been issued one multi hasp, one lock and three reusable lockout tags; as well the safety box on each truck has additional multi-purpose tags. The apprentice will be issued lockout tags as required by his journeyman.
 2. Where both a journeyman and apprentice are working on the same locked out project, the journeyman will apply the multi hasp, install his lock and the apprentice will apply his lockout tag.
 3. Lockout tags can be used and signed by more than one worker but can only be removed when all workers listed are present and consent is given for its removal. Tags must indicate the device shut down, location of workers, dated and signed.

Locks and tags can only be removed by person who applied it

When to lockout:

1. When there is a risk of electrical shock while servicing equipment, lightning, motors or other electrical apparatus.
2. Where there is a risk of any mechanical device starting or moving that would put you at risk of injury. Example: Conveyors, elevators, hoist, presses, overhead doors and others.
3. Where there is a risk of other power sources such as hydraulic, air pressure, gravity or steam that could cause a device to move in an unexpected and hazardous fashion.

When to lockout - one or all of these locations as required

1. The main power source (switch on breaker) for the device or circuit worked on
2. The electrical panel that provides the electrical source for the device or circuit worked on
3. The main valve that provides a source of power other than electrical to the device
4. Should you need to lockout a breaker in a panel that does not have a facility for a lock, you will remove the panel cover and remove the wire from the breaker, replace the cover and indicate with a tag taped to the cover that the circuit has been isolated, removed from the breaker and is

considered locked out

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If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY

This SWP must be reviewed any time the task, equipment, or materials change and at minimum, every three years.