



The Corporation of the Municipality of Red Lake

HEALTH & SAFETY POLICY MANUAL

Subject: Lockout / Tagout Policy	Approval Date: March 15, 2021	By-Law No. 19-2021
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5.13 LOCKOUT / TAGOUT

1. PURPOSE AND SCOPE

- 1.1 The purpose of this tagout procedure is to ensure personal control over energy sources. This control must ensure a state of zero energy, meaning that the equipment, extensions and attachments are secured against inadvertent movement from the safe position. Lockout means the keys are removed from the machine and hung in the lock box to indicate the machine cannot be operated. A Tagout tag will also be placed on the tag location sticker on the vehicle or equipment as a visual indicator of a tagout.
- 1.2 Where the nature of the work process requires that a person service, repair, test or adjust machinery or equipment while it is in operation, that person must ensure that another person is stationed at the controls. An effective means of communication must exist between the two people. If two different repair tasks are being performed at the same time, the machine must be shut down and locked out.
- 1.3 Refer to Lockout/ Tagout Guidelines for exceptions to this policy.
- 1.4 Refer to Lockout/ Tagout Guidelines for procedures to lockout each piece of equipment.

2. RESPONSIBILITIES

- 2.1 Supervisor
 - 2.1.1 Must ensure that all personnel follow and adhere to all rules set out in this policy.
- 2.2 Worker
 - 2.2.1 Must ensure that they follow this policy and take all necessary precautions to ensure they are not putting themselves in an unsafe position.
 - 2.2.2 Must use tagout tags to ensure that other employees are informed of service being performed on the vehicle.



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2.2.3 Must ensure the keys are placed in the lockout station when maintenance or repair on the vehicle is being performed.

2.2.3.1 When maintenance or repair occurs in the field, keys are to be kept on the person who locked out the equipment.

3 DEFINITIONS

3.1 “Lockout Station” shall mean:

3.1.1 Stations at Public Works Garage and Transfer Station. When a vehicle or piece of equipment is being worked on, the person doing the maintenance will place the keys for the equipment in the lockout station as well as placing the tag on the vehicle. This serves as another visual indicator to coworkers that the vehicle has been locked out.

3.1.2 Only the employee who places the keys in the lockout station may remove them.

3.2 “Tagout” shall mean a safety procedure that dangerous machines are properly shut off and not started up again until the completion of maintenance or repair.

3.3 “Tagout Tag” shall mean:

3.3.1 Worker is responsible for having an identifiable lockout tag.

3.3.2 When performing maintenance on a vehicle or piece of equipment the employee will place the tagout tag on the equipment. The placement of the tagout tag is to be on the “tag location sticker”.

3.3.3 When this tag is placed on the tag location sticker it indicated the equipment is not to be operated. The tag may only be removed by the person who placed the tag.



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4 PROCEDURE

- 4.1 Prior to beginning maintenance or service work on any piece of equipment that could start-up moving or releasing stored energy, the equipment must be de-energized. An initial review should be conducted to locate all switches, valves or other energy isolating devices on the vehicle. It is possible to have more than one energy source on a vehicle. Any potential energy sources which may store energy should be tested to ensure the energy has been drained before any maintenance work begins. Testing to ensure it is properly de-energized should only occur after ensuring that no workers could be injured if the vehicle is started.
- 4.2 Hydraulic Components will be placed at rest. All hydraulic systems will be bled-down to relieve any residual pressure.
- 4.3 No maintenance work can occur on a vehicle unless the parking brake is functioning properly. If the parking brake is not working it should be repaired before any further maintenance occurs. Wheel chocks will be used any time that parking brakes are being repaired and proper tagout procedures will still occur.
- 4.4 The vehicle will be shut down by turning the ignition off and removing the key from the ignition. Once removed, the keys will be placed in the lockout station by the employee doing the maintenance work to prevent accidentally starting the vehicle. The key may only be removed by the person who placed it.
- 4.5 The employee will place the Tagout tag on the tag location sticker. The tag may only be removed by the person who placed it.
- 4.6 All other energy sources for the machine will also be disconnected or turned off. They will be locked out and tagged as well.
 - 4.6.1 Example: master switch.
- 4.7 Once all these steps have occurred, any maintenance work can take place.
- 4.8 Once all locks and tags are removed, the equipment will be tested to ensure it is functioning properly before being put back into rotation for use.



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4.9 The tagout procedure is meant to compliment verbal communications, not replace it. Other employees in the area should be verbally informed that maintenance work is being performed.

5 HAZARDS

5.1 If a vehicle or piece of equipment is not locked out when a worker is performing work there is a potential for another worker to unwittingly try to operate it. Operation of a vehicle while someone is working on it can result in an energy release that can cause serious harm to anyone performing maintenance or repairs. If a piece of equipment is operated when it is in an unsafe condition it could cause harm to the operator.