City of Prince Albert

Safety Administrative Procedure

Generic Fleet Lockout

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Approved by: Jim Toye, City Manager

Signature: _____ **Procedure No**: 10.1

Effective: August 17, 2018 **Replaces**: July 27, 2015

1. **Fleet Vehicles and Equipment**:

   a. For minor service or repair of equipment, the individual working on the unit will secure the keys and if equipped turn off the master switch. This is for equipment or vehicles that will not be tied up more than one day.
   b. For major repairs, the keys will be secured and a lock out tag will be attached to the steering wheel or operating controls. This process will be used for vehicles and equipment that will be out of service for more than one day.
   c. For major repairs that will cause a vehicle or piece of equipment to be down for more than three days it may be necessary to remove a battery cable from the battery to prevent damage to the equipment or injury to the staff.
   d. For all lockouts notify the person responsible for the area (Shop Supervisor/foreman) to obtain their permission and to let them know what is being done to the equipment or vehicle.
   e. Any parts of equipment that must be suspended to allow for maintenance or repair will be blocked, held in position with jack stands or otherwise secured to prevent movement. When available, manufacturer supplied supports will be used.

2. **Other Fleet Equipment**:

   When servicing shop compressors, standby generators, overhead cranes or any other equipment that is in or outside of the repair shops, the technician will:

   a. Prior to initiating the lockout a check will be made with the facility manager to ensure that operations will not be disrupted by taking the equipment out of service.

b. Install their lock(s) and a lockout tag in the appropriate location(s) to eliminate all energy sources. The ignition key is to be removed from the switch and the master switch if present will be turned off. The lockout tag must contain the following information:

   i. The name of the person attaching the tag

   ii. The reason the tag was attached

   iii. The department responsible for the work

   iv. The time and date the tag was attached

c. The person responsible for the area or the technician conducting the repair will then attempt to start the equipment to ensure that all energy sources have been eliminated before any work is started.

d. All technicians working on the equipment will place their personal lock on the main disconnect. If more than one person is working on the equipment a lockout hasp must be used. All persons working on the equipment must have their personal lock applied.

e. Locks must not be attached to start / stop control buttons. All sources of energy must be isolated at the main source (MCC, main valve, main disconnects, etc.).

f. On completion of the work each individual employee or contractor will be responsible for removing his or her own lock. (First on, Last off) When the repair is completed the technician will inform the person responsible for the area that they can start or energize the equipment.

g. Any parts of equipment that must be suspended to allow for maintenance or repair will be blocked, held in position with jack stands or otherwise secured to prevent movement. When available, manufacturer supplied supports will be used.