



Specific Lockout Development

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Approved by: Jim Toye, City Manager

Signature:  **Procedure No:** 10.3

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

Purpose:

To ensure that a consistent process is used to develop new lockout practices for specific pieces of equipment that are not already covered by Generic Lockout procedures.

Process:

1. Hold a tool box meeting:

This step should be taken for all new lockouts and encompass the entire scope of the work to be done. There should be at least two people involved in this step. Tradespeople with expertise in electrical, pneumatic, mechanical, and hydraulic isolation must be present as required to identify all hazardous energies and safety concerns. Pumps, water pressure, electrical current, air pressure, moving parts, chemicals, springs, raised objects, and radiation are some considerations.

Complete a Hazard Assessment according to the instructions on the inside cover of the Multi Form booklet.

2. Develop the Lockout:

- a. Once the Hazard Assessment is complete and all hazardous energies of the equipment are identified, make a list of isolation points which, once appropriate actions are taken, will render the equipment de-energized and inoperable.
- b. Next identify the isolation points and actions required to bring the vessel, machine or equipment to a zero energy state. This means draining tanks, disconnecting batteries, lowering raised objects and any other action or process to eliminate any stored up energy.
- c. Determine the order in which the isolation points will best de energize and isolate the equipment.

- d. Fill in the Description of Isolation Point, Action required, and Normal position sections of the LOCKOUT form in the order determined in the previous step. Use the Location/Comments section to further clarify lockout points when necessary.
- e. Mentally check that, once actions are taken on each of the hazard points, that there is no possible way for the equipment to function actively or passively.
- f. Attempt to start or energize the equipment to ensure that all lockout points are effective.

3. **Special Considerations:**

Many jobs have special considerations that will make the task safer and less disruptive to operations. These are procedural elements involved with taking equipment offline, bringing backup equipment online, and facilitating the work to be done. Special considerations also include, ventilation, lighting, electrical grounding, sterilizing equipment.

- a. Consult with the Operator and Manager how to best address the special consideration of the work to be done.
- b. Make note of the order of completion of all special considerations and assign them a number starting at 1, for the first task to be completed. Complete the Special Instructions section of the LOCKOUT form by filling in the tasks in their numerical order.

4. **Complete the lockout:**

- a. Everyone that contributed to lockout's development then initials the Lockout created/revised by section at the top of the LOCKOUT form, and then writes the date in the adjacent box.
- b. The LOCKOUT must be approved by a Department Head, Health and Safety Coordinator, or Project Manager. One will sign and date the boxes labeled LOCKOUT approved by and the adjacent DATE box in colored ink. After this step the lockout may NOT be altered without managerial authorization.

NOTE: In the case of emergency repair the most senior Operator /Staff member of the highest certification on duty may approve a Lockout on an interim basis. The Lockout must still approved by management before being filed in a common drive library.

- c. The approved Lockout is then copied into a common drive folder.
- d. Fill in the "PART NAME" section to best describe the equipment best locked out.

- e. In the revision # section of the Lockout form start at 0, and if later revisions are made add 1 each time.
- f. Save the Lockout Template, by clicking the “File” tab then the “Save As” button. A window will pop up, set the file location to the common drive folder and name the lockout by the part that is identified on the form.
- g. If paper copies are retained in addition to the electronic version, file the completed and approved lockout form in the appropriate file.

The Manager will take the submitted digital/paper Lockout and convert it to a pdf file during its final review. Working copies of the Lockouts will be stored in a common drive folder available to staff in that unit and located on the cities network.

5. **Revisions:**

Revisions to an approved Lockouts are acceptable as one off lockouts (single use only) and are subject to the approval of the Manager. They must only be used to render the isolation more safe.

- a. Write the reason for modification in the as named row on the Lockout form. For example: Target of repair is valve X, or Item # Z must be included for safety.
- b. Add the necessary lock points to make the isolation complete and/or remove the points that cannot be included from the Lockout form.
- c. The person making the modifications initials and dates the box adjacent to the reason for modification.
- d. Notify the Manager of the changes to the lockout so approval can be given. The manager with then sign and date the “Modification Approval” section or in the manager’s absence, the authority to do so can be delegated to the most senior staff member.