



Specific Lockout Use

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Signature:  **Procedure No:** 10.4

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1. **Locate the proper approved lockout form:**
 - a. Log onto the City of Prince Albert server and access the common drive folder for lockouts.
 - b. Select the Lockout (.pdf) that corresponds to the work to be done and print it out or obtain a printed copy from your manager.
 - c. Check that no valve or other isolation point of the Lockout is involved in the work to be done. If so see section 5 of the Specific lockout development procedure to make revisions.

2. **De-energize the equipment:**

Only City Of Prince Albert employees qualified to de-energize elements of City equipment are to attempt the following:

- a. Check with the Operator/facility manager and make sure the facility is in a state which can safely handle the target equipment being locked out.
- b. Take the actions identified in the Special Instructions in numerical order.
- c. Have a qualified tradesperson de-energize electrical components of the system at the breaker panel when required.
- d. Allow sufficient time for systems to de-energize and tanks to drain as required.

3. **Lockout:**

a. **Operations[Carryover] Locks:**

- i. Complete the actions described in the “Actions required” column of the Lockout form in descending order.
- ii. Then, using chain, valve caps and other lockout aids make the isolation point physically inoperable.
- iii. The person isolating then places an Operations lock on all isolation points identified on the Lockout form and initials their name in the “Lock on” column.
- iv. Locks are to be accompanied with tags stating: Date, time, lockout purpose and name of the isolator.
- v. Each Operations lock must be stamped with a number corresponding to the key that opens it.
- vi. The key(s) to Operations locks are then placed in a group lock box located in a common area.
- vii. The Operator signs the “*Isolated by*” row at the bottom the Lockout from and prints in the date and time.
- viii. Next a different staff member tries to operate the isolation points and/or jog tests the motors and initials the “*Verified by*” column for each successful test. (This step can be done at the same time/immediately after step iii.)

WARNING:

If a test results in a lockout failure the cause must be addressed before proceeding. See section 5 of the Specific Lockout Development Procedure to make revisions.

- ix. The LOCKOUT, now considered active, is placed on a clip board and displayed below the corresponding lock box.
- x. A scissor is placed on the lock box to accommodate personal locks and is then secured with a Departmental lock (see section 3(c) Group and Departmental locks below).
- xi. Keys must remain in the lock box until the work is complete. If part or all of the locks must be removed from the equipment the lockout becomes inactive and work must end immediately. A new Lockout must be conducted (start this SAP from the beginning) before work can resume.

- xii. In the event of multiple active Lockouts write in the number of the lock box in the "Lock Box #" at the top of the Lockout form- to avoid confusion.

b. **Personal Locks:**

- i. All persons working on the locked system are required to place a personal lock on the corresponding lock box. This includes the individual that isolated the system if he/she will be working on the equipment.
- ii. Personal locks must be labeled with either the employee's name or a unique number connecting the lock with the owner.
- iii. All persons working on the locked system verify that the lock points identified on the LOCKOUT are in the proper position and are physically inoperable. Each person then signs and dates the LOCKOUT form in the "Verified by" row at the bottom before work can begin.
- iv. When an individual's work on the system is complete, each person is responsible for removing their personal lock from the scissor on the lockbox.

IMPORTANT

Failure to remove personal locks at the end of the day, or when work is complete, may result in being required to return to the job site and remove your lock without pay.

c. **Group and Departmental Locks:**

- i. The manager places a Departmental lock on the lock box to maintain the integrity of a lockout. These shall be the first lock on and the last lock off of each lock box. The authority of attaching/detaching the departmental lock can be delegated by the Manager to the most senior staff member. The keys to departmental locks are to be stored in the same spot in the managers lock box.
- ii. Contractors are responsible for the locks of their employees. Each person working on the equipment is required to place a personal lock on the main lock box. If the contractor does not have the locks required, a one-time only group lock may be placed on the lockbox. This lock is a loan for which there is one key that the contractor Foreman is responsible for. The contractor will be expected to be familiar with the policy for future work.

d. **Unlock/re-energize:**

When all personal locks are removed from the active lock box and work has been completed, unlocking the equipment may begin.

WARNING:

Visually inspect all equipment before unlocking. Verify the work is complete, the equipment is reassembled, and all vessels are unoccupied.

- i. Have the Manager or designee remove the Department lock.
- ii. Retrieves the keys from the lock box and removes operations locks from lock points in the reverse order of the lockout.
- iii. Tell the on duty Operator/facility manager the system is ready to re-energize, then return the isolation points to their "*normal position*" as indicated in the column of the Lockout form.

WARNING:

Have a qualified tradesperson re-energize electrical components.

- iv. The person responsible for unlocking initials each point of operation in the "*LOCK OFF*" column after the lock has been removed and equipment returned to the normal position.
- v. Once unlocking is complete the responsible person, dates and times the "*DE-ISOLATED by*" row on the LOCKOUT form.
- vi. Have the on duty Operator/manager test the de- isolated equipment before returning it to service.

e. **Review and Update:**

- i. When Section d is complete the Lockout out is then inactive and no longer valid.
- ii. Submit the completed lockout to the manager for review along with any suggestions on how to improve the lockout for future use.
- iii. Completed lockouts forms must be retained for 12 months following completion of the lockout.