

LOCK OUT!



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Employees in New Brunswick have lost lives and limbs working with machines. Many could have been prevented if effective lockout and tag practices had been in place and followed.

PROCEDURE

According to *New Brunswick Regulation 91-191*, under the *Occupational Health and Safety Act*, workplaces **must** have a written lockout procedure for **each** machine that is cleaned, maintained, adjusted or repaired. The procedure identifies the proper steps to follow in order to safely lock out the machine.

Lockout prevents injuries caused by the unexpected start-up or movement of a machine. These procedures must be followed each time an employee works on (cleans, maintains, adjusts, repairs) a machine.

If lockout is inappropriate, a code of practice must be followed. This code of practice must be established by the joint health and safety committee or health and safety representative (if any) in consultation with the employees, and, when applicable, must be followed so that the work can be carried out safely.

POLICY

WorkSafeNB recommends that workplaces have a Lock Out Policy. The policy should indicate precisely how the regulations will be applied. It should contain, but not necessarily be limited to, the following points:

- The types of activities and machines that require lockout.

- The necessary training for the person who will perform lockout on the machine and the employees who will work on the machine.
- How lockout procedures will be developed, reviewed and updated.
- The steps that must be followed **in an emergency**, when a lock must be removed by someone other than the person who installed it.
- How lockout will be enforced (for example, a disciplinary policy).

BASIC STEPS

These steps should be followed in the order in which they appear. Perform only the steps that apply to the machine you are locking out.

BEFORE YOU BEGIN WORKING ON THE MACHINE:

1. Turn off the machine at the operator's control panel.
2. If the operator's control panel is equipped with a lock, lock the panel and put the key in a safe place, **on your person**.



3. Shut off the power at the main power disconnect.
4. Put your padlock on the main power disconnect and keep the key to make sure no one can remove your lock and turn the power back on. **Remember: One key – One lock.**
5. Place a tag on your lock that identifies you (by your name, picture or employee number) and the date and time you locked the machine out.



6. Release all stored energy from the system. Depending on the type of machine, there **may still be several kinds of energy remaining** after the power is turned off. The written lockout procedure should have a complete list of all these secondary energy sources and how to release energy from them.

Examples of releasing stored energy include; draining the air from an air tank, bleeding a hydraulic system, waiting for a circular saw blade to stop spinning, or placing blocks under an elevated weight.



Secondary energy sources may be hydraulic (fluid under pressure), pneumatic (air under pressure), kinetic (force of moving parts) or potential (force contained in weights that have been raised).

7. Try to start or activate the machine to make sure that it is in a zero energy state and that the power is truly off.
8. Push the stop button again, after you have tested for power. You don't want the machine to be in the "on" position when the power is turned back on at the main power disconnect.

You have now verified that the machine is in a zero energy state.

**The bottom line
before working on any machine:**

LOCK – TAG – TEST!

AFTER YOU HAVE FINISHED WORKING ON THE MACHINE:

9. Secure the work area by replacing guards and shields, removing blocks, picking up tools and inspecting the work area. Make sure the machine is not in the "on" position.
10. Warn other affected employees that you will be removing your lock and tag from the main power disconnect and restarting the machine.
11. Take your lock and tag off the main power disconnect.
12. If there are no other locks on the main power disconnect, turn on the power, **making sure to stand clear of the main power disconnect.**
13. Unlock the operator's control panel if necessary.
14. Start the machine and proceed with your work.

Any work requiring lockout must comply with sections 239 and 240 of *General Regulation 91-191* of the *Occupational Health and Safety Act*.

Whether you're an operator clearing a jam, a filer replacing blades or a mechanic making a repair, safe and effective lockout practices will protect your life. Always follow the exact lockout procedure or code of practice for the machine you work on and **don't cut corners!**

**There are no
short cuts to safety!**

