

SAFETY LOCKOUT

Background

The safety lockout procedures in this Administrative Procedure exist for the safety and protection of employees. They apply to all School District employees who work with equipment requiring lockout. All contractors must have lockout procedures which meet SD71 and WorkSafeBC lockout requirements before commencing a job.

Safety lockout must be used in all cases where employees are in any way engaged in working on or cleaning power-driven equipment.

When a piece of equipment is known to be faulty and could cause injury or become damaged if operated, that equipment must be shut down and locked out in accordance with the procedures contained in this Administrative Procedure.

Procedures

1. Knowledge of Lockout Procedure
 - 1.1. It is the responsibility of each employee who uses equipment requiring lockout to understand School District lockout procedures and to observe those procedures at all times. Safety lockout protects the lives of workers. Failure to follow any safety lockout procedure is cause for disciplinary action.
 - 1.2. All new employees must receive SD71 approved lockout training and instruction and be provided with SD71 specific lock-out equipment and supplies prior to commencing any activity requiring lockout. All employees must renew their lockout training every 3 years as a minimum.
2. Lock Terminology
 - 2.1. Personal Locks
 - 2.1.1. Each employee who requires them will be issued two (2) personal locks, with two (2) keys per lock. One key will be kept in the employee's possession and the other will remain in a secure lock-out cabinet located in the Maintenance Department Safety Office
 - 2.1.2. The Safety Manager will keep an additional six locks, which may be issued, along with in-service education and training, to casual employees, as required.
 - 2.2. Multiple Lockset
 - 2.2.1. A set of twelve (12) locks, with two (2) keys per lockset will be kept in the in the Operations Department Safety Office. Multiple locksets are to be used as personal locks when multiple locks are required.
 - 2.3. Industrial Education Locksets

2.3.1. Two (2) locks, with two (2) keys per lockset, will be issued to every shop teacher. The locks will be kept in the care of the shop teacher in each school. One of the keys will be kept in the Maintenance Department Safety Office lockout box under the care of the Safety Manager.

2.4. Janitorial Locks

2.4.1. Selected janitorial Staff at each school will be issued personalized locks . Janitorial locks will be kept in all school janitor rooms. Each lock will have two keys, one of the keys will be kept by the Janitor and the other will kept in the Maintenance Department Safety Office lockout box.

3. Personal Lockout - General

- 3.1. Two (2) personal locks will be issued to each employee who requires them.
- 3.2. Every personal lock must be marked or tagged to identify the person who owns the lock.
- 3.3. Personal locks must be put in place only by the person owning the lock and removed only by that person. If that person is unavailable to remove the lock, the personal lock removal procedure in section 5 below must be followed.
- 3.4. No employee may operate, move, or tamper with any equipment that bears a personal safety lock without first placing their own personal lock on that equipment.
- 3.5. Employees must not rely on oil, steam, air, or electricity to support equipment during repairs. Equipment must be blocked, and the system bled before the equipment is worked on.
- 3.6. Employees will, without delay, report any lost key or lock to the School District Safety Manager and request a replacement.
- 3.7. Lockout locks are for official SD71 activities only, they must not be used for personal purposes.
- 3.8. Locks must not be placed on circuit breaker doors thereby preventing access to other energy isolating devices supplying machinery or equipment.

4. Personal Lockout Procedures

- 4.1. Each employee will place their personal safety lock at every position necessary in order to ensure the employee's safety.
- 4.2. Before work is started on any equipment, all hazards must be removed from the area and the equipment locked out to ensure the safety of the employee. To ensure that the equipment being locked out cannot be started, before commencing work on the equipment the employee will try the start button to confirm that the appropriate piece of equipment has been properly locked out.
- 4.3. Equipment may be shut down and/or de-energized only by authorized operators. An authorized operator or tradesperson must be called in to shut down or de-energize a piece of equipment when it is necessary to do so. When the equipment has been stopped and the power disconnected, the employee who requested the equipment shut down will then place their personal safety lock on the disconnect switch or breaker.

- 4.4. Prior to entering any tank, vessel, or man hole, employees will contact the School District Safety Manager so that confined space entry protocols are followed and appropriate tests are conducted to ensure that hazards from toxic or harmful gases do not exist and to ensure that the tank or vessel is not oxygen deficient.

5. Personal Lock Removal Procedure

- 5.1. Under normal conditions, a personal lock will be removed only by the employee who put the lock in place.
- 5.2. If extraordinary circumstances or emergency conditions require that a personal lock be removed and the employee who owns that lock is not available, the following steps must be taken:
 - 5.2.1. The employee who wishes the lock removed will contact the Supervisor in charge
 - 5.2.2. If the Supervisor is unable to contact the owner of the lock on the premises, the Supervisor will attempt to contact the employee at their home. If the employee cannot be contacted, the time of the phone call and the reason for the removal of the lock will be logged in the lock removal book located at the Maintenance Department Safety office.
 - 5.2.3. The back-up key located in the lockout box in the Maintenance Department Safety Office will be used to remove the lock.
 - 5.2.4. The employee requesting removal of the lock and their Supervisor will search the area where the lock is located to ensure that it is safe to remove the lock.
 - 5.2.5. The Supervisor will determine if the equipment in question can safely be restarted.
 - 5.2.6. Only after clauses 5.2.1, 5.2.2, 5.2.3, and 5.2.4 have been satisfactorily completed will the lock be removed.
 - 5.2.7. The School District Safety Manager or Director of Operations may carry out the supervisory responsibilities described in this section if the Supervisor is not available.

6. Multiple Locksets

- 6.1. If the lockout of a piece of equipment requires multiple locks in order for the equipment to be worked on safely, a set of twelve (12) locks is will be made available to the employee on request to the employee's charge hand, lead hand, or Supervisor. These locks are to be used in the same manner as the employee's two (2) personal locks. Multiple locksets are located in the Safety Office at the Maintenance Department.

Reference: Sections 17, 20, 22, 65, 85 School Act
Safety Standards Act
Workers' Compensation Act
Occupational Health and Safety Regulation

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