

# BASIC LOCKOUT PROCEDURES

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## Administration Procedures

🔗 These additional written procedures are helpful to supplement and clarify lockout application. For example:

- Removal of locks (by worker, by employer, last lock removal)
- Continuity of lockout (shift change)
- Application to contractors
- Assigning/labeling locks (no combination locks)

## Five Basic Steps to Locking Out

🔗 Present at every workplace where lockout is required, and apply to all types of machinery and equipment.

1. Identify equipment
2. Shut off equipment or machinery
3. Identify energy sources and disconnect
4. Apply personal locks
5. Verify (test) Lockout effectiveness

*Good work practice includes pressing the 'Stop' button after pressing the 'Start' button.*

## Specific Lockout Procedures

🔗 Specific procedures provide a standard for consistent training and supervision, and may be required for a particular piece of equipment or process; for example:

- Multiple energy sources or energy isolation devices
- High hazard
- Infrequent use
- Complex process
- New or upgraded equipment

## Group Lockout

- 🔑 Group Lockout, typically used in a process environment like a pulp mill, may be used if:
  - ☑ A large number of workers are working on machinery or equipment or
  - ☑ A large number of energy isolating devices must be locked out
- 🔑 Group Lockout Procedure steps include:
  - ☑ Written procedure (checklist)
  - ☑ 2 qualified workers initiate the lockout
    - independently lockout energy isolating devices
    - secure keys in Key Securing System
    - complete, sign and post checklist
  - ☑ Each worker entering affected area places personal lock on Key Securing System

## Exclusive and Immediate Control

- 🔑 Allows exclusion of lock (Step 4 of Basic Lockout Procedure) in specific circumstances.
- 🔑 All other steps of the Basic Lockout Procedure apply.
  - ☑ **Exclusive** = one worker only
  - ☑ **Immediate Control** =
    - The worker can *physically block access* to the control device during the work
    - and**
    - The control device is in their *continuous field of vision*.

## Working on Energized Equipment

- 🔑 Situations may exist where it is vital to the maintenance process that equipment be energized.
  - ☑ Only *parts vital* to the maintenance process may be energized.
  - ☑ All other parts not vital to the maintenance process must be locked out.
  - ☑ Only qualified and authorized workers who follow a written *safe work procedure* may perform the work.