

 <p>Confederation COLLEGE</p> <p>OPERATING PRACTICE</p>	Number: 4-4-10	# of Pages: 2
	Originator:	Occupational Health & Safety Committee
	Approved By:	Presidents Committee
	Effective Date:	93 11 01
	Replaces:	
TAGGING AND LOCKOUT PROCEDURES		

1. Prior to implementing the tagging and lockout procedures, the system/equipment drawings will be reviewed by qualified personnel. The system/equipment to be isolated, de-energized and de-activated will be explained to the individual in charge and where required, confirm the switches, power sources, controls, interlocks or other such devices necessary to isolate the system.
2. All apparatus capable of being electrically energized or dynamically activated must be de-energized or de-activated by locking out, physically disconnecting or otherwise rendering the apparatus inoperable. Switches, power sources, controls, interlocks and other such devices must be appropriately tagged and personally locked out by each worker involved in the operation.
3. The system will be tested by qualified personnel with a CSA-certified potential test indicator to ensure that all components are de-energized and de-activated, including interlocking or dependent systems which could feed into the system being isolated, either mechanically or electrically. Potential test indicators should not be used beyond the voltage limits for which they are rated.
4. Observe the following safeguards for locking out and tagging:
 - 4.1 To ensure the correct switch/disconnect has been opened try and start the system/equipment to verify it has been isolated properly.
 - 4.2 After the circuit has been de-energized and locked out by the person in charge, you must be protected by personally placing your own safety lock on the disconnect switch. The key for your lock must be retained on your person while your lock is in place.
 - 4.3 Where several workers or trades are working on the circuit, provision for additional locks must be made through the use of a lockout bar. This arrangement can accommodate any number of locks by placing another lockout bar in the last hole of the previous bar.
 - 4.4 Anyone working on a system/device must attach their lockout tag filled out with the appropriate information. (a sample tag is shown)
 - 4.5 You must recognize that, even though the disconnect switch may be already locked, you are not protected until you attach your personal safety lock.
5. Place signs on the system/device indicating that it is not to be energized or operated and that guards, locks, temporary ground cables, chains, tags and other safeguards are not to be tampered with or removed until work is complete.
6. It is the responsibility of the co-ordinator or principle faculty member to inform all parties the device is locked out.
7. Under no circumstances can an individual's lockout tag be removed by another person.

8. Only when all lockout tags are removed and the device/system is deemed to be safe by the individual in charge may the system/device be energized.