

Algonquin College Hazard Isolation Program (Lock Out – Tag Out)

OCCUPATIONAL HEALTH & SAFETY

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1.0 GLOSSARY

Affected employee - An employee who performs the duties of his or her job in an area in which the hazard control procedure is implemented and servicing or maintenance operations are performed. An affected employee does *not* perform servicing or maintenance on machines or equipment and, consequently, is not responsible for implementing the hazard control procedure. An affected employee becomes an "authorized" employee whenever he or she performs servicing or maintenance functions on machines or equipment that must be locked or tagged.

Ampacity - the current, in amperes, that a conductor can carry continuously under the conditions of use without exceeding its temperature rating.

Amperage - strength of an electrical current, measured in amperes

Ampere (amp) - unit used to measure current

Arc-blast - explosive release of molten material from equipment caused by high-amperage arcs

Arcing - luminous electrical discharge (bright, electrical sparking) through the air that occurs when high voltages exist across a gap between conductors

Arc flash hazard — a dangerous condition associated with the possible release of hazard caused by an electric arc.

Arc flash hazard analysis — a study investigating a worker's potential exposure to arc flash hazard, conducted for the purpose of injury prevention and the determination of safe work practices, arc flash protection boundary, and the appropriate levels of personal protective equipment.

Arc flash suit — a complete flame-resistant clothing and equipment system that covers the entire body except for the hands and feet. It includes pants, a jacket, and a bee-keeper-type hood fitted with a face-shield.

Authorized employee - An employee who performs servicing or maintenance on machines and equipment. Lockout or tag out is used by these employees for their own protection.

Blocking- Method used whenever it is impossible to completely eliminate all energy through de-energizing procedures, that restrains a part or the mechanical system to prevent movement totally or in a direction which does not pose a danger to workers. This includes pinning, bolting, use of a restraining arm, blocking, or a method that prevent the moving pieces of the equipment from moving. Also used as a secondary control.

Bonding (bonded) — a low-impedance path that is obtained by permanently joining all non-current-carrying metal parts to ensure electrical continuity and has the capacity to conduct safely any current likely to be imposed on it.

Bonding conductor — a conductor that connects the non-current-carrying parts of electrical equipment, raceways, or enclosures to the service equipment or system grounding conductor.

Boundary, arc flash protection — when an arc flash hazard exists, an approach limit at a distance from a prospective arc source within which a person could receive a second degree burn if an electrical arc flash were to occur.

Boundary, limited approach — an approach limit at a distance from an exposed energized electrical conductor or circuit part within which a shock hazard exists.

Boundary, prohibited approach — an approach limit at a distance from an exposed energized electrical conductor or circuit part within which work is considered the same as making contact with the electrical conductor or circuit part.

Boundary, restricted approach — an approach limit at a distance from an exposed energized electrical conductor or circuit part within which there is an increased risk of shock, due to electrical arc over combined with inadvertent movement, for personnel working in close proximity to the energized electrical conductor or circuit part.

Capable of being locked out - A hazard-isolating device is considered capable of being locked out if it meets one of the following requirements:

- It is designed with a hasp to which a lock can be attached;
- It is designed with any other integral part through which a lock can be affixed;
- It has a locking mechanism built into it; or
- It can be locked without dismantling, rebuilding, or replacing the hazard isolating device or permanently altering its hazard control capability.

Circuit - complete path for the flow of current

Circuit breaker - a device designed to open and close a circuit by non-automatic means and to open the circuit automatically on a predetermined overcurrent without damage to itself when properly applied within its ratings.

Conductive - suitable for carrying electric current.

Conductor - a wire, cable, or other form of metal installed for the purpose of conveying electric current from one piece of electrical equipment to another or to ground.

Conductor, bare - a conductor having no covering or electrical insulation.

Conductor, covered - a conductor encased within material of a composition or thickness that is not recognized by this Standard as electrical insulation.

Conductor, insulated - a conductor encased within material of a composition and thickness that is recognized by this Standard as electrical insulation.

Current - movement of electrical charge

De-energize - shutting off the hazard sources to circuits and equipment and depleting any stored hazard

Double-insulated - equipment with two insulation barriers and no exposed metal parts

Energized (“live” / “hot”) - Machines and equipment are energized when (1) they are connected to a hazard source or (2) they contain residual or stored hazard.

Hazard-isolating device - Any mechanical device that physically prevents the transmission or release of hazard. These include, but are not limited to, manually-operated electrical circuit breakers, disconnect switches, line valves, and blocks.

Hazard source - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other hazard.

Hazard control procedure - A written document that contains those items of information an authorized employee needs to know in order to safely control hazardous hazard during servicing or maintenance of machines or equipment. (A more comprehensive explanation is given beginning on page 6.)

Hazard control program - A program intended to prevent the unexpected energizing or the release of stored hazard in machines or equipment on which servicing and maintenance is being performed by employees. The program consists of hazard control procedure(s), an employee training program, and periodic inspections.

Fixed wiring - permanent wiring installed in homes and other buildings

Flexible wiring - cables with insulated and stranded wire that bends easily

Fuse — an overcurrent protective device with a circuit-opening fusible part that is heated and severed by the passage of overcurrent through it.

***Note:** A fuse comprises all of the parts that form a unit capable of performing the prescribed functions. In some cases, it can be the complete device necessary for connecting it to an electrical circuit.*

Ground - physical electrical connection to the earth

Ground fault - loss of current from a circuit to a ground connection

Ground potential - voltage a grounded part should have; 0 volts relative to ground

Guarded — covered, shielded, fenced, enclosed, or otherwise protected by suitable covers, casings, barriers, rails, screens, mats, or platforms to remove the likelihood of approach or contact by persons or objects to a point of danger.

Insulation - material that does not conduct electricity easily

Leakage current - current that does not return through the intended path, but instead "leaks" to ground

Lockout - The placement of a lockout device on a hazard - isolating device, in accordance with an established procedure, ensuring that the hazard - isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout device - Any device that uses positive means such as a lock, either key or combination type, to hold a hazard - isolating device in a safe position, thereby preventing the energizing of machinery or equipment. When properly installed, a blank flange or bolted slip blind are considered equivalent to lockout devices.

Milliamper (milliamp or mA) - 1/1,000 of an ampere

Neutral – The conductor (when one exists) of a polyphase circuit or single-phase, 3-wire circuit that is intended to have a voltage such that the voltage differences between it and each of the other conductors are approximately equal in magnitude and are equally spaced in phase.

Ohm - unit of measurement for electrical resistance

Overcurrent protection device - device that prevents over current in a circuit

Overload - too much current in a circuit

Power - amount of hazard used each second, measured in watts

PPE - Personal Protective Equipment (eye protection, hard hat, special clothing, etc.)

Qualified Electrical Worker – A qualified person trained and knowledgeable of construction and operation of equipment or a specific work method and is trained to recognize and avoid the electrical hazards that might be present with respect to that equipment or work method.

- Qualified electrical workers shall be familiar with the proper use of the special precautionary techniques, personal protective equipment (PPE), including arc-flash, insulating and shielding materials, and insulated tools and test equipment. A person can be considered qualified with respect to certain equipment and methods but is unqualified for others.
- An employee who is undergoing on-the-job training and who, in the course of such training, has performed duties safely at his or her level of training and who is under the direct supervision of a qualified person shall be considered to be qualified.
- Only a Qualified Electrical Worker is allowed to work on energized circuits.

- Qualified electrical workers **shall not** be assigned to work alone, except for replacing fuses, operating switches, or other operations that do not require the employee to contact energized high voltage conductors or energized parts of equipment, clearing trouble, or emergencies involving hazard to life or property.

Note One: Whether a person is considered to be a “qualified” person will depend upon various circumstances in the workplace. It is possible and, in fact, likely for an individual to be considered “qualified” with regard to certain equipment in the workplace, but “unqualified” as to other equipment.

Note Two: An employee who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person is considered to be a qualified person for the performance of those duties.

Resistance - material’s ability to decrease or stop electrical current

Shocking current - electrical current that passes through a part of the body

Short - low-resistance path between a live wire and the ground or between wires at different voltages (called a fault if the current is unintended)

Tag out - The placement of a tag out device on a hazard - isolating device, in accordance with an established procedure, to indicate that the hazard - isolating device and the equipment being controlled may *not* be operated until the tag out device is removed.

Tag out device - Any prominent warning device, such as a tag and a means of attachment that can be securely fastened to a hazard - isolating device in accordance with an established procedure. The tag indicates that the machine or equipment to which it is attached is not to be operated until the tag out device is removed in accordance with the hazard control procedure.

Trip - automatic opening (turning off) of a circuit by a GFCI or circuit breaker

Voltage - measure of electrical force

Wire gauge - wire size or diameter (technically, the cross-sectional area)

Zero Hazard State – The mechanical potential hazard in all elements of a machine is eliminated so that operation of any control will not produce a movement that could cause injury or damage to the machine.

1.1 ACRONYMS

AWG:	American Wire Gauge—measure of wire size
GFCI:	Ground fault circuit interrupter—a device that detects current leakage from a circuit to ground and shuts the current off
LOTO:	Lockout / Tag out
OH&S Act:	Occupational Health and Safety Act
JOHSC:	Joint Occupational Health and Safety Committee

2.0 Purpose

The purpose of this program is to prevent injuries to employees from the unexpected energizing, start-up, or release of stored hazard from machines, equipment, or processes when such employees are engaged in activities where they are at risk from these hazardous sources. The program is intended to protect employees against electrical shock, burns and other potential electrical safety hazards as well as comply with regulatory requirements. This program requires departments, to establish and implement procedures for affixing the appropriate lockout/tag out devices to hazard isolating devices, and to otherwise disable machines, equipment, or processes to prevent unexpected energizing, start-up, or the release of stored hazards.

3.0 SCOPE

This program applies to all staff and departments who are required to perform maintenance or routine service on equipment or machinery that may contain or produce a hazard source that could cause harm to personnel or equipment by transferring or generating electrical hazard; hydraulic; pneumatic; gas or steam pressure; vacuum; high temperature; stored mechanical; chemical; radiation; laser or any other hazard.

All contractors who are hired by Algonquin College to maintain or service machinery or equipment must implement similar procedures that afford equal or greater protection of all.

4.0 REFERENCES

McMaster University, Lockout/Tag out Program
Occupational Health and Safety Act – Industrial Establishments
OSHA 29 CFR 1910.147, Control of Hazardous Hazard (Lockout/Tag out)
Guide to Good Practices for Lockouts and Tag outs. (U.S. DoE – STD-1030-96)
Canadian Center for Occupational Health and Safety- OHS Lock Out Fact Sheet
CSA 460.05 Control of Hazardous Energy
A Health and Safety Guideline for your Workplace, IAPA, 2008

5.0 RESPONSIBILITIES

5.1 Role of Directors, Deans, Chairs, Managers, Supervisors:

- Provide the resources and direction necessary to ensure that an effective lockout / tag out program is in place and is strictly adhered to;
- Ensure that only authorized persons, trained in lockout / tag out procedures, service and maintain machinery or equipment that may contain or produce a hazard as identified in this document.
- Provide approved lockout / tag out equipment and hardware i.e. locks, tags, multiple lock holders.
- Ensure all affected persons are notified when equipment and machinery is being locked out.
- Ensure that contractors or subcontractors follow the requirements of the lockout / tag out program.

5.2 Role of Authorized Person:

- Work in compliance with the college's lockout / tag out program.
- Ensure the security of their personal locking devices.
- Follow all documented lockout / tag out procedures.
- Ensure that all relevant information is shown on the lockout tag i.e. reason for lockout, date of lockout and name of authorized person.

5.3 Role of Contractor:

- Any Company / Individual contracted by the college to service and/or maintain machinery or equipment shall follow strict adherence lockout / tag out procedures.
- Project Managers are required to ensure that contractors understand and abide by the College's Lockout Program and procedures.

5.4 Role of OHS Section:

- Provide the resources and direction necessary to ensure that an effective lockout / tag out program is in place and is strictly adhered to;
- Coordinate appropriate training for College employees.
- Consult on specific lockout / tag out procedures as required.
- Review and update the lockout / tag out program on an annual or as required basis.

6.0 LOCKOUT /TAGOUT PROCEDURES

6.1 General Rules for Lockout / Tag out

- A physical inspection of the system should be performed to ensure that the isolation points identified are adequate; to verify isolation points; ensure that the drawings are adequate and to ensure that all isolation components are in acceptable condition, prior to locking out.
- Implementation of lockout/tag out shall be performed only by authorized employees
- Before any employee performs any maintenance or repair of a machine or equipment where unexpected start up or release of stored hazard could occur and cause injury, the machine or equipment shall be isolated, and rendered inoperative

- If a hazard isolating device is capable of being locked out, then this program requires that a lockout and tag out be utilized. If a hazard isolating device is not capable of being locked out, then a tag out shall be utilized after obtaining permission from the OHS department.
- Whenever major replacement, repair, renovation or modification of machines or equipment is performed, and whenever new machines or equipment are installed, hazard isolating devices for such machines or equipment shall be designed to accept a lockout device.

6.2 Assessing the hazards and risk

- Systematically all tasks associated with the work as well as the hazards associated with the tasks

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6.3 Lockout/Tag out Procedure

1. **Preparation** - Notify all affected employees that a lockout is required and the reason therefore.
2. **Machines or Equipment Shutdown** - If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.). Disconnect switches should never be pulled while under load, because of the possibility of arcing or even explosion. Personnel knowledgeable of equipment operation should be involved with shut down or re-start procedures.
3. **Machine or Equipment Isolation** - Operate the switch, valve, or other hazard isolating device so that the hazard source(s) (electrical, mechanical, hydraulic, etc.) is(are) disconnected or isolated from the equipment. Stored hazard, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., must also be dissipated, disconnected, or restrained by methods such as grounding, repositioning, blocking, bleeding-down, etc. Pulling fuses is not a substitute for locking out. A pulled fuse is no guarantee the circuit is dead, and even if it were dead, there's nothing to stop someone from unknowingly replacing the fuse.

CAUTION: Intermittently operating equipment such as pumps, blowers, fans, and compressors may seem harmless when dormant. Don't assume that because equipment isn't functioning, it will stay that way.

4. **Application of Lockout/Tag out** - Lockout and tag the hazard isolating device with an assigned individual lock, even though someone may have locked the control before you. You will not be protected unless you put your own padlock on it. For some equipment it may be necessary to construct attachments to which locks can be applied. An example is a common hasp to cover an operating button. Tags shall be attached to the hazard isolating device(s) and to the normal operating control and shall be attached in such a manner as to preclude operation.
5. **Verification of Isolation** - After ensuring that no personnel can be exposed and as a check on having disconnected the hazard sources, approved isolation verification shall involve the testing of a meter on a known live source, then on the isolated equipment followed by a confirmation of the instrument on a known live source. If there is a possibility of the re-accumulation of stored hazard to a hazardous level, verification of isolation shall be continued until the maintenance or repair is completed, or until the possibility of such accumulation no longer exists.

CAUTION: Return operating controls to neutral position after the test. A check of system activation (e.g. use of voltmeter for electrical circuits) should be performed to assure isolation. The equipment is now locked out.

6. Safety Zone:

Where equipment in the vicinity may pose a hazard (but is not necessarily in the immediate work area) but cannot be locked out or de-energized, a “safety zone” should be established. This zone must provide a warning perimeter or physical barrier preventing accidental contact with the nearby equipment or utilities.

6.4 Release of Stored Energy (De-energization)

- Before commencing work, workers must ensure that all potentially hazardous stored or residual energy is relieved, blocked, bled, restrained, grounded or rendered safe.
- Additional measure may be required to prevent the re-accumulation of energy.
- Each worker involved in the work must ensure that this has been done prior to commencing work.

Energy Form	Energy Source	General Lockout Requirements
Electricity	<ul style="list-style-type: none"> • Wiring in building or equipment • Electrical panels • Transformers • Capacitors • Solenoids • Generators • Motors • Batteries 	<ul style="list-style-type: none"> • Turn off the power at the machine (point of operation); then at main disconnect switch for machine; lockout and tag main disconnect switch (or remove fuses from box, then lock and tag box). • Fully discharge all capacitive systems (e.g cycle machine to drain power from capacitors) according to manufacturer’s instructions. • Install grounds where necessary.
Fluid Pressure (Hydraulic)	Hydraulic systems <ul style="list-style-type: none"> • Presses • High pressure oil • Pressurized water • Hydraulic Hoses • Pumps/ compressors • Rams • Cylinders • Hammers 	<ul style="list-style-type: none"> • Shut off, lock (with chains, built-in lock-out devices, or lockout attachments) and tag valves; bleed off and blank lines as necessary. • Block any possible movement of machinery.
Air Pressure (Pneumatic)	Pneumatic systems <ul style="list-style-type: none"> • High pressure air lines/ hoses • Compressors • Pressure reservoirs 	<ul style="list-style-type: none"> • Shut off, lock (with chains, built-in lockout devices, or lockout attachments) and tag valves, bleed off excess air. If pressure cannot be relieved, block any

	<ul style="list-style-type: none"> • Accumulators • Air surge tanks • Rams • Cylinders 	possible movement of machinery.
Kinetic Energy (energy of a moving object or materials- moving object may be powered or coasting)	<ul style="list-style-type: none"> • Blades • Flywheels • Weights • Springs • Pistons • Hydraulic controls 	<ul style="list-style-type: none"> • Stop and block machine parts, and ensure that they do not recycle. Review entire cycle of mechanical motion; ensure that all motions are stopped. • Block material from moving into area of work and blank as required.
Potential Energy (energy stored in an object with the potential for release due to its position)	<ul style="list-style-type: none"> • Springs • Actuators • Counterweights • Raised loads • Top or movable part of a press or hoisting and lifting device • Vehicular wheels 	<ul style="list-style-type: none"> • If possible, lower all suspended parts and loads to the lowest (rest) position, block parts that might move due to gravity, release or block stored spring energy.
Pressurized liquids and gases (including steam and chemicals)	<ul style="list-style-type: none"> • Supply lines • Storage tanks and vessels 	<ul style="list-style-type: none"> • Shut off, lock (with chains, built-in lockout devices, or lockout attachments) and tag valves; bleed off excess liquids or gases; blank lines as necessary
Thermal	<ul style="list-style-type: none"> • Supply lines • Storage tanks and vessels 	<ul style="list-style-type: none"> • Shut off, lock (with chains, built-in lockout devices, or lockout attachments) and tag valves, bleed off excess liquids or gasses, blank lines as necessary.

Adapted from "A Health and Safety Guideline for your Workplace", IAPA, 2008

6.5 Release from Lockout/Tag out

- Before lockout or tag out devices are removed and hazard is restored to the machine or equipment, inspect the work area to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.
- Check work area to ensure that all employees are in the clear.
- Notify affected employees that lockout/tag out devices have been removed.
- Each lockout/tag out device shall be removed from each hazard isolating device by the employee who applied the device. The hazard isolating devices may be opened or closed, i.e., circuit breakers, to restore hazard to equipment.

6.6 Lockout/Tag out Interruption (Testing of Energized Equipment)

In situations where the hazard isolating device(s) is locked/tagged and there is a

need for testing or positioning of the equipment/process, the following sequence shall apply:

- Clear equipment/process of tools and materials.
- Clear personnel.
- Clear the control of locks/tags according to established procedure.
- Proceed with test, etc.
- Isolate all hazards to all systems and re-lock/re-tag the controls to continue the work.

6.7 Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to lock out equipment, each shall place a personal lock and tag on the group lockout device when he/she begins work, and shall remove those devices when he/she stops working on the machine or equipment. The supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it shall be the responsibility of the supervisor to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the supervisor shall not remove a crew lock until it has been verified that all individuals are clear.

6.8 Multiple Shifts Lock Out

In the event that the equipment must remain locked out over the course of more than one shift, on evenings or weekends, the worker beginning his/ her shift may place his/ her lock on the equipment and replace the lock of the worker coming off of their shift. The worker ending their shift should not remove his/ her lock before the worker coming on shift has placed his/ her lock on the equipment.

This process will take place after the worker coming on shift has been briefed with any necessary safety information.

6.9 Conditions for Padlock Removal

Lockout / tag out devices shall be removed only by the owner of the device except in the following situations:

1. Owner incapacitated by illness, etc.
2. Owner no longer works for the college
3. Owner is on leave and cannot be reached by telephone. If the owner is reached and the situation warrants then he/she will be required to come to work and remove the padlock.

If the immediate Supervisor determines that circumstances warrant the removal of a lockout/tag out device, every effort must be made to contact the owner of the device. After the above conditions have been met the immediate Supervisor may remove the device in the presence of or the Occupational Health and Safety Manager, the Occupational Health and Safety Officer.

6.10 Conditions Where Lock Out is Not Required

1. If the conductors are adequately grounded with a visible grounding mechanism
2. If the voltage is less than 300 volts and there is no locking devices for the circuit breakers or fuses, and procedures are in place to adequately ensure that the circuit is not inadvertently energized.
3. Workers will confirm with their immediate Supervisor that the above stated conditions are in place and that it is permissible to proceed with work without locking out.

6.11 EXCEPTION to Lockout Tag out Documentation

It is not necessary to document the required procedure for a particular machine or equipment, when all of the following elements exist:

- the machine or equipment has no potential for stored or residual hazard or re-accumulation of stored hazard after shut down which could endanger employees;
- the machine or equipment has a single hazard source which can be readily identified and isolated;
- the isolation and locking out of that hazard source will completely de-energize and deactivate the machine or equipment;
- the machine or equipment is isolated from that hazard source and locked out during servicing or maintenance;
- a single lockout device will achieve a locked-out condition;
- the lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance; and
- the servicing or maintenance does not create hazards for other employees;

7.0 LOCKOUT / TAGOUT EQUIPMENT

All equipment shall be provided and maintained by the departments, contractors who service and maintain the equipment. Such equipment shall include but not be limited to the following:

- Standardized Safety padlocks issued on an individual basis with the serial number being assigned and logged in the authorized employee's name. Padlocks should be colour coded to identify the trade group or related department.
- Padlocks will be assigned to authorized persons with the serial number being logged against that person's name.
- Waterproof lockout tags made from a non-conductive material to be provided to all authorized service persons who will ensure that when placed on locked out machinery or equipment is secured to the lock and states the reason for the lockout, date of the lockout and the name of the person involved. All locks must be placed in a conspicuous location and secured to prevent inadvertent removal. (Refer to Appendix)
- A supply of lockout devices; i.e. chains, blanks, plugs and blocks accessible in areas where such equipment will be required to isolate and achieve zero hazard within the machinery and equipment being serviced. (Refer to Appendix)

8.0 RECORDS

All Lock Assignment Records shall be kept and held by supervisors for three years to comply with any audits from the Ministry of Labour (MOL).

All Lockout/Tag out sheets must be properly filled out, one copy is for the supervisor to keep on file for three years, and another copy is to be sent to Safety and Security Services.

9.0 REGULATIONS

Occupational Health and Safety Act – Ont. Reg. Industrial Establishments
Sections 42, 43, 75, 76

Appendix 'A'
Lock Assignment Record

Lockout/Tagout Program Lock Assignment Record

	Department	Lock #	Name	Phone #	Date Issued	Date Returned
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Appendix 'B' Lockout/Tag out Record Sheet

ISSUE NUMBER	DESCRIPTION <small>(Describe in detail where the lock is applied and where the equipment being locked is located)</small>	NAME	EXT./CELL NO.	DATE APPLIED <small>(DD/MM/YY)</small>	RELEASED		COMMENTS
					DATE <small>(DD/MM/YY)</small>	INITIALS	
□	□	□	□	□	□	□	□
001							
002							
003							

Legend:

- Sequential numbering. This number is used by or provided to the person installing the LOTO device
- A detailed description of the equipment and location of the devise or process being locked out.
- Clearly print the name of the individual applying the LOTO device.
- The extension and cell number where the individual applying the LOTO device can be contacted.
- The date the LOTO device was applied, entered by day/month/year.
- To be completed by the individual who applied the LOTO device **ONLY**. The date the device is removed, entered by day/month/year.
- To be completed by the individual who applied the LOTO device **ONLY**. The initials of the individual removing the LOTO Device.
- Comments with respects to the LOTO device or reference to any additional documentation generated as result of the LOTO.

Appendix 'C'
Lockout/Tag out Tag



The front view of the lockout/tag out tag features a grey circular hole at the top center. Below it is a red and white diagonal striped rectangular area. At the top of this striped area is a black oval with the word "DANGER" in white. In the center of the striped area is a white square containing a black silhouette of a person. Below the striped area, the text "DO NOT REMOVE OR OPERATE DEVICE" is printed in black. Further down, the text "THIS LOCK/TAG MAY ONLY BE REMOVED BY:" is followed by three lines for "Name:", "Phone:", and "Date:". At the bottom is the "ALGONQUIN COLLEGE" logo.

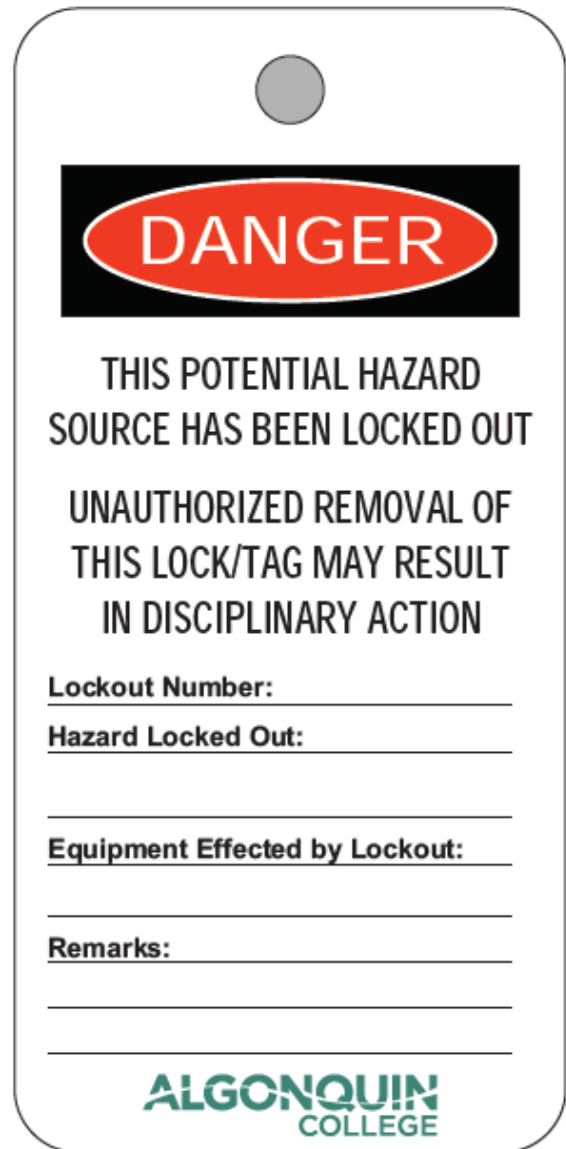
DANGER

DO NOT REMOVE
OR OPERATE DEVICE

**THIS LOCK/TAG MAY
ONLY BE REMOVED BY:**

Name: _____
Phone: _____
Date: _____

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The back view of the lockout/tag out tag features a grey circular hole at the top center. Below it is a black oval with the word "DANGER" in white. The text "THIS POTENTIAL HAZARD SOURCE HAS BEEN LOCKED OUT" and "UNAUTHORIZED REMOVAL OF THIS LOCK/TAG MAY RESULT IN DISCIPLINARY ACTION" is printed in black. Below this are three lines for "Lockout Number:", "Hazard Locked Out:", and "Equipment Effected by Lockout:". There are also three lines for "Remarks:". At the bottom is the "ALGONQUIN COLLEGE" logo.

DANGER

THIS POTENTIAL HAZARD
SOURCE HAS BEEN LOCKED OUT

UNAUTHORIZED REMOVAL OF
THIS LOCK/TAG MAY RESULT
IN DISCIPLINARY ACTION



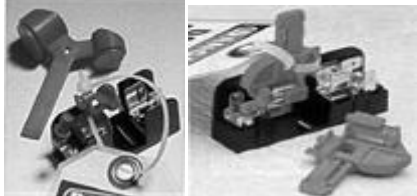

Lockout Number: _____
Hazard Locked Out: _____

Equipment Effected by Lockout: _____

Remarks: _____

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Appendix 'D'
Examples of Lockout/Tag out Devices

<p>Lockout of a switch</p>	
<p>Devices for locking out power cords</p>	
<p>Tools for locking out fuses</p>	
<p>Hasps for use with multiple locks</p>	

Program Review History

Issue	Description of Changes	Implemented By	Date
	Initial Issue		
1.	Revised to incorporate changes	Mike Benkie	May 4 th , 2016
2.	Revised to incorporate changes	Sloane Gagnon	May 6 th , 2016
3.	Revised to incorporate changes	Mike Benkie	October 2018