

<b>Occupational Health &amp; Safety System</b>	
<b>OHS Standards</b>	<b>Number: WP-12</b>
<b>Lock-out/Tag-out</b>	

**PREAMBLE:**

Lock-out is a term which refers to the process by which any machinery or equipment is made inoperative before inspection, repair or adjustments are undertaken. In many cases the lock-out procedure is simple while some situations may require elaborate procedures. Failure to lock-out equipment adequately could result in severe injuries. The OHS Industrial Regulations set the minimum legal requirements. The Lock-out / Tag-out program sets forth the rules and procedures to be followed at Algonquin College.

**REQUIREMENT:**

1. Supervisors will identify equipment requiring lock-out / tag-out and type of lock-out required.
2. Only trained workers will be permitted to do lock-outs.
3. Tags, locks and lock-out devices will be provided to workers who are required to conduct lock-out / tag-outs. The supervisor shall ensure that the necessary tags, locks and lockout are provided in the necessary quantities maintained in good working order.
4. The lock-out tag, once removed, shall be placed permanently in the equipment maintenance log for that piece of equipment.
5. Lock-out tags must bear the following information:
  - A warning statement “Danger”
  - An action statement “Do not operate”
  - A reference to the tag’s purpose “This lock/tag may only be removed by”
6. Lock-out tags must be attached with all lock-out devices.
7. Locks will be keyed differently with no master key available to either the workers or the supervisor.