ALGONQUIN COLLEGE | Occupational Health and Safety

Occupational Health and Safety System	
Standard: Lockout/Tagout	**Version:** 4
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Purpose

This Standard establishes the minimum requirements for controlling hazardous energy during work involving machinery, equipment and systems at Algonquin College.

This Standard shall be read in conjunction with the College's Hazard Isolation Program (LOTO-01).

Requirements

General

- Workers performing activities that may expose them to hazardous energy shall follow the College's Hazard Isolation Program and applicable hazardous energy control procedures.
- Only trained and authorized workers shall perform lockout/tagout.
- Managers and Supervisors shall ensure appropriate lockout/tagout devices and equipment are available and maintained.

Hazardous Energy Isolation

- Before servicing, maintenance, repair, adjustment, cleaning or other work where unexpected energization, start-up, movement or release of hazardous energy could cause injury, equipment shall be shut down and isolated from all applicable energy sources.
- Stored or residual energy shall be released, restrained, blocked or otherwise controlled before work begins.
- Energy-isolating devices shall be secured against operation. Where an energy-isolating device can be locked out, lockout shall be used.
- Equipment-specific hazardous energy control procedures shall be followed where established.

Lockout/Tagout Devices

- Each authorized person performing work shall apply their own personal lockout device and appropriate tag in accordance with the applicable procedure.

- Lockout/tagout devices shall be suitable for their intended purpose, maintained in good condition and used in accordance with the applicable hazardous energy control procedure.
- Devices shall remain under the control of the authorized person who applied them and shall not be removed, bypassed or tampered with except in accordance with an established procedure.
- Affected parties shall be notified when equipment is locked out and before it is returned to service.

Verification

- Authorized persons shall verify that hazardous energy has been effectively isolated and that equipment cannot be started or operated before work begins.
- Controls shall remain in place where stored or residual energy may re-accumulate, with verification repeated as necessary.

Return to Service

- Before equipment is returned to service, work shall be complete, tools and materials removed, and guards and protective devices reinstalled where required.
- All workers shall be clear of the equipment and associated hazards before energy is restored.
- Each authorized person shall remove their own lockout device, except where an established lock-removal procedure applies.
- Equipment shall be safely restored to service, and affected parties notified.

References

- Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- R.R.O. 1990, Regulation 851: Industrial Establishments
    - Sections 42, 75 and 76
- CSA Z460:20 (R2025): Control of Hazardous Energy – Lockout and Other Methods

Related Documents

- Hazard Isolation Program (Lockout/Tagout Program LOTO-01)
- Electrical Safety Program (ES-01)
- Machine Guarding Program (MG-01)