



## Safe Work Practice (SWP)

Name of Task: <b>Lockout/Tagout</b>	
Department/Unit: All Staff	
Personal Protective Equipment or other required equipment or other safety considerations: None, specific safety equipment will depend on the nature of the job being performed when the need for lockout/tagout occurred.	
Hazards: Electrical Shock, crushing, loss of limbs, etc.	
Required Training	Proper procedure on how to lockout the specific piece of equipment.
Steps to be taken to complete task safely:	
1	According to New Brunswick Regulation 91-191, under the Occupational Health and Safety Act, workplaces must have a written lockout procedure for each machine that is cleaned, maintained, adjusted or repaired. The procedure identifies the proper steps to follow in order to safely lock out the machine.
2	These procedures must be followed each time an employee works on (cleans, maintains, adjusts, repairs) a machine.
3	This procedure must include: <ul style="list-style-type: none"><li>• The types of activities and machines that require lockout.</li><li>• The necessary training for the person who will perform lockout on the machine and the employees who will work on the machine.</li><li>• How lockout procedures will be developed, reviewed and updated.</li><li>• The steps that must be followed in an emergency, when a lock must be removed by someone other than the person who installed it.</li><li>• How lockout will be enforced (for example, a disciplinary policy).</li></ul>
4	All employees must be trained on how to lock out the equipment the use or must understand the process they must follow to have a machine properly locked out.
5	Each campus will post its Lockout/Tagout procedure so that all staff can review it and must provide appropriate training based on the role of each employee.
6	Lockout/Tagout procedures must be in place for all machines that have an energy source (not just electric). Examples of secondary energy sources may be hydraulic (fluid under pressure), pneumatic (air under pressure), kinetic (force of moving parts) or potential (force contained in weights that have been raised).
If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.	
Responsibilities, Completion and Review	
Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.	
Completed by and Date:	Approved by:

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.

<b>Last Reviewed / Revised by and Date:</b>	<b>Note:</b> This task will be monitored periodically to ensure compliance and effectiveness.
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