

LOCK-OUT PROCEDURE FOR ELECTRICAL DEVICES

A padlock is mandatory for your personal safety and is to be used only for locking-out equipment controls, as covered by Regulation 851 Sec. 42 OH & A. The following rules apply to everyone who will be working on a motor, motor control, or equipment operated by a motor or other electrical device.

1. Before commencing repair, adjustment, or inspection of electrically drive equipment, the main switch or switches for that equipment must be opened, inspected, **LOCKED-OUT** and tested. Sec. 42.1.
2. A **DANGER** card bearing the name of the person requesting clearance must be attached to the padlock, locking out the disconnect switch.
3. Everyone working on motor-operated equipment must have his own **DANGER** card and padlock locking out the disconnect switch.
4. Electrical switches throughout the Keewatin-Patricia District School Board, except for conditions specifically designated, are to be operated **ONLY** by Maintenance Department personnel.
5. To **LOCK-OUT** equipment, the person(s) doing the work must:
 - a. Inform the school office that the equipment is out-of-service and free to be worked on.
 - b. The person(s) requesting clearance must have their own **DANGER** cards signed and dated, and tied to the padlock. **(NOTE that any other employee's signed card is not to be used.)** If a crew of workers is working on a piece of equipment, each member of the crew must have their own **DANGER** card **or padlock on gang switch**.
 - c. If separate crews are working together on a piece of equipment, each crew must have their own padlock, e.g. electricians and maintenance.
6. The person requesting clearance must check the preceding steps by attempting to start the equipment upon which he intends to work. **THIS IS TO ENSURE THAT THE CORRECT ISOLATION HAS BEEN ACHIEVED.**
7. **DANGER** cards are never to be attached to push buttons, **only padlocks locking out main disconnect switches**. With the main switch open, power cannot reach the drive motor. Push buttons can get wet, be accidentally or inadvertently pushed or control circuits can break down causing a motor to start if the main switch is not open.
8. Breaking a padlock, removal of a padlock with **DANGER** cards attached, or removal of a **DANGER** card other than your own, might very easily be responsible for the death or serious injury of one or more people, and will be sufficient cause for **DISCHARGE**.

9.
 - a. Upon completion of the job, the individual(s) whose **DANGER** cards and padlock are attached to the padlock(s) or gang switch must remove their own card(s).
 - b. Upon completion of the job, the person(s) whose padlocks are attached to the locked switch must remove the padlock(s) and reclose the switch.
 - c. Failure to remove a **DANGER** card or failure to remove a padlock upon completion of a job will result in the employee being required to return to work and may result in discipline.
10. No person may remove another's **DANGER** card or authorize the removal of another's **PADLOCK** except.
 - the particular employee's departmental Area Supervisor or designate may remove the **DANGER** card and authorizing the cutting of the **PADLOCK** after suitably checking the equipment and after having failed in all efforts to make personal contact with the employee.

NOTE: Only one (1) key is available per lock.

11. **Danger Card Regulations**

- a. DANGER cards are never to be applied to an unlocked switch or a push-button station.
- b. DANGER cards are to be used ONLY for the identification of workers employed in or on a piece of locked-out equipment.
- c. DANGER cards are available at all locations for employees who do not have their own signed cards. Signed DANGER cards must not be given or loaned to anyone.
- d. DANGER card signatures must be legible. Damaged cards should be replaced and can be acquired from the Area Supervisor.



DANGER

**LOCKED
OUT**

DO NOT OPERATE

This lock/tag may
only be removed by:

Name: _____

Dept.: _____

Expected Completion: _____

BRADY SIGNMARK® DIV. CAT. NO. 6552



DANGER

This energy source has
been LOCKED OUT.

Only the individual who
signed the reverse side
may remove this lock/tag.
Remarks: _____

