



Job Procedure for Locking Out Equipment

1. Each supervisor and worker on site should have their own lock. It should be keyed different from everyone else.
2. The General Contractor, Supervisor and others in authority on site should be notified as far in advance as possible of equipment shut down.
3. Employee should turn off equipment at M.C.C. while it is running and lock it off using metal hasp and his own lock. Employee's lock should have a tag on it identifying whose lock it is.
4. If there is any other energy source that could activate the equipment then it must also be locked out.
5. Every worker shall advise supervisor or foreman to lock out equipment when ready. Worker must add his own personal lock if working on equipment.
6. Before proceeding with work, try to run equipment to make sure the correct disconnect is locked off. Use meter if necessary.
7. After work has been completed, workers should have supervisor or foreman take their lock off last. The supervisor or foreman is responsible for making sure all personnel are clear of equipment and all guards are in place if applicable.
8. Notify general contractor, supervisor and others in authority that work is completed and equipment will be turned on.
9. If connecting a motor due to new construction, renovation, etc., lock off motor after it has been terminated till mechanical is done and motor is ready to be "bumped".
10. OPTION TO #9: An option from locking out starter is to remove wires from bottom of starter.
11. After motor has been bumped, CEL's responsibility for this equipment ends. It is now the responsibility of each trades person to ensure their own safety when working on the equipment.

Precautions

1. Make sure no other key can open your lock.
2. In case the person whose lock is on disconnect has left job site, for whatever reason, a verbal confirmation should be made if possible for permission to open/cut his lock. The person who opens/cuts lock is then held responsible for the safe operation of that equipment.

Community Electric

A Partnership

1201 MANAHAN AVENUE WINNIPEG MB R3T 5S8 CANADA TEL(204) 452-0860 FAX(204) 477-9525 cel@mb.sympatico.ca www.cel-electical.com



3. Failure to follow this procedure could and has resulted in loss of limbs!
4. Don't consider a control station locked off as a sufficient means of locking out equipment (i.e. stop/start).