*Safe Work Practices* Lockout

**Hazards:** During cleaning or repair, unexpected or uncontrolled releases of energy from machines can cause serious injuries or death

**Equipment:** Varies, depending on the department and the task — may include a personal lock with key and identifying tag

**Personal protective equipment:** Varies, depending on the specific machine — may include:

* Safety glasses
* Steel-toe, shock-resistant footwear that is approved by OSHA or CSA
* Rubber thermal gloves
* Safety belt and line
* Dust or chemical respirator

**Training required:** De-energization and lockout of machines and equipment

**Legal requirements:** Part 10 of the OHS Regulation

# Safe work practices

Electricity is the most common energy source that needs to be locked out when a worker is cleaning or maintaining equipment. The two most common types of electrical machinery are:

Each machine or piece of equipment has unique features, so it is important to check operating manuals for specific lockout information. Adjust your safe work practices based on information in each operating manual.

* Plugged-in equipment, such as slicers and food processors
* Permanently connected or hard-wired equipment, such as large mixers

## Plugged-in equipment

1. Identify the machine that needs to be locked out.
2. Shut off the machine, and make sure that all moving parts have come to a complete stop.
3. Unplug the machine.
4. Apply a personal lock to the plug, unless you can keep the plug in view and under your direct control while working on the equipment.
5. Before starting to work on the equipment, test the lockout to make sure it’s effective (press the start button or power switch).

## Permanently connected or hard-wired equipment

1. Identify the machine that needs to be locked out.
2. Shut off the machine, and make sure that all moving parts have come to a complete stop.
3. Find the electrical source and disconnect the machine from the power supply.
4. Apply a personal lock to the energy-isolating device, if required. If there is one switch that is within the exclusive and immediate control of the worker, a lock may not be required.
5. Ensure that all workers are in the clear, and then test the lockout to make sure it’s effective before starting to work on the equipment (press the start button or power switch).

Reference: *Lockout* (WorkSafeBC publication BK21)