

LOCK OUT for everyone's SAFETY



Health & Safety

A LOCK OUT is a method, device or procedure for preventing the sudden and uncontrolled release of energy from a system, machine or piece of equipment.

Without a LOCK OUT, workers can be injured during equipment repairs, maintenance, cleaning, altering, oiling or when electricity is restored after a power outage.

Today's computer-operated equipment can start and stop in an even more unpredictable manner.

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What You Need To Know About

LOCK OUT

ALWAYS ACHIEVE ZERO ENERGY

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ACHIEVE ZERO ENERGY

- Before turning off power, ensure no one is operating the affected machinery – a sudden loss of power could cause an accident.
- Make all energy sources, whether electric, pneumatic, hydraulic or gravitational, NON-OPERATIONAL before performing maintenance.
- Bleed, drain and clear all air, hydraulic and steam lines.
- Open and vent air and condensate valves.
- Release and block any mechanism under tension and support any rams with safety blocks (fully interlocked if possible) or pins.
- Test main valves or electrical disconnect to ensure power is off.
- Every person working on the affected machine must put their own lock on the machine's lock out device(s).
- Each lock must remain on the machine until the work is completed.

Your Workplace Needs a Lock Out Policy and Procedure

- Identify lock out situations
- Develop a procedure
- Train workers in the procedure
- Keep your policy/procedures up to date.



The Occupational Health & Safety Act (OHSA) contains specific lock out requirements under the Industrial Sector regulations. The Ministry of Labour has a useful engineering data sheet on lock out as well.

**DO NOT
just pull a fuse!**

**DO NOT
rely on throwing a circuit
breaker or switch!**

**DO NOT BEGIN WORK
on the machine until you
are sure the power is off
and your lock is on!**

**ALWAYS
use a lock and keep the
ONLY key somewhere
safe like in your pocket.**

**ALWAYS
achieve ZERO energy
before performing
any tasks.**