



University Students' Council of the University of Western Ontario

LOCK-OUT TAG-OUT POLICY

EFFECTIVE: 10th March 2017

SUPERSEDES: 15th November 2011

AUTHORITY: Chief Operating Officer

RATIFIED BY: Board of Directors
10th March 2017

RELATED DOCUMENTS:

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PURPOSE:

The purpose of this document is to ensure worker safety by isolating energy from machines that are undergoing service or maintenance.

1.00 SCOPE

1.01 This policy applies to all USC employees, volunteers, and visitors.

2.00 DEFINITIONS

2.01 **“Lock-out tag-out”** is a procedure to isolate energy. The lock prevents a machine from accidentally being connected to power. The tag explains why the machine isolated, who did so and on what date.

2.02 **“Lock box”** is a method of fixing multiple locks to the same device when more than one person is working on it.

3.00 EXPECTATIONS AND RESPONSIBILITIES

3.01 USC Workers

(1) Never remove lock-out tags; and,

(2) Report immediately to their manager any questionable situations such as open locks or tags laying on the floor.

3.02 USC supervisors/managers will communicate with the UWO Facilities Management Division through the Building Services department about any concerns over questionable situations of locks or tags.

4.00 PROCEDURES

4.01 UWO Facilities Management workers (and their contractors) may handle these locks and tags according to UWO's Lock-out Tag-out Policy (WP-18) .

5.00 COMMUNICATION



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5.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

6.00 EVALUATION

6.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.