



Lock-Out Tag-Out Policy

Authority: Chief Operating Officer	Date Ratified: February 03, 2022
	Next Review Date: February 2023 (annually)
Previous Amendments: November 15, 2011; March 10, 2017	

PURPOSE:

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

1. SCOPE

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

2. DEFINITIONS

2.1. **“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 is isolated, who did so and on what date.

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

3. EXPECTATIONS AND RESPONSIBILITIES

3.1. USC Workers

3.1.1. Never remove lock-out tags; and,

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

3.2. 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.



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4. PROCEDURES

- 4.1. 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. COMMUNICATION

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

6. EVALUATION

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