



YORK REGION DISTRICT SCHOOL BOARD

Procedure #NP442.0, Lock-out/Tag-out Devices

Application

Procedure #442.0, Lock-out/Tag-out Devices addresses the conditions and processes for applying and removing a lock-out/tag-out device to perform maintenance or routine service involving the shutdown, isolation or restoration of all equipment that may contain or produce energy sources, in the context of safety.

Stakeholder Groups with Responsibilities Under this Policy

- Plant Services Staff
- Principals
- Teachers (Secondary Technological Education Programs)
- Board-approved Contractors

Relationship to Board priorities

This procedure supports the priority of student achievement and well-being by ensuring safe and supportive schools and workplaces and student and staff mental and physical health.

It is the expectation of the York Region District School Board that all employees, students and persons invited to or visiting Board property or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board. The term “parents” refers to both biological/adoptive parents and guardians in all Board policies and procedures.



Board Procedure #NP442.0 Lock-out/Tag-out Devices

The purpose of this procedure is to provide instruction for all staff members and contractors who are involved in the shutdown, isolation, or restoration of equipment as defined in this procedure. This procedure also includes the process to apply or remove lock-out devices to perform maintenance or routine service that may contain or produce energy sources, which could cause harm to individuals or equipment to provide protection for persons, equipment and the environment from the inadvertent release of any energy sources while servicing and maintaining machinery and/or equipment.

Definitions

Affected Person

One whose job requires the operation or use of equipment on which maintenance or repairs are being performed under Lock-out/Tag-out, or whose job requires work in an area where such work is being performed.

Authorized Person(s)

Authorized persons include Board staff members who have been trained in the Lock-out/Tag-out procedure and/or have been given authority to Lock-out/Tag-out because of their job requirements and Board-approved contractors that have been given authority to Lock-out/Tag-out.

An authorized person:

- (a) is qualified because of knowledge, training and experience to organize mechanical work and its performance;
- (b) is familiar with the Ontario Health and Safety Act (OHSA) and the regulations that apply to the work; and
- (c) has knowledge of any potential or actual danger to health or safety in the workplace.

Contained Energy

Energy in the form of pressurized gases, pressurized liquids in tanks or pipelines; raised or hoisted equipment, flywheels, levers, gears that are affected by gravity or mechanical energy such as wound springs; electrical energy such as in capacitors; heated materials or processes using heat such as boilers; and/or infra-red or ultraviolet systems.

Energy Isolating Device

A mechanical device that prevents the transmission or release of energy such as, but not limited to, circuit breakers, disconnect switches, blind flange, valves, plugs and blocks.

Energy Source

Any source that could cause harm to individuals by generating or transferring electrical energy or potential (voltage), hydraulic, pneumatic, gas, steam pressure, vacuum, high temperature, or stored mechanical energy.

Equipment

A general term which includes all equipment that could be shutdown, isolated, or restored such as, but not limited to, pipelines, valves, vessels, dividing partitions that are electrically or mechanically controlled, boilers, pumps, domestic hot water tanks, electrical panels, and gas or water lines.

Lock-out/Tag-out

A general term for all methods of ensuring the protection of individuals from energy sources by shutting down or isolating equipment/devices and then installing locks and lock-out tags on the respective equipment/devices.

Lock-out Device

Equipment used to cover or make in-operable sources of energy or an energy isolating device for a source of energy.

Lock-out Hasp

A device used to attach more than one padlock to a lock-out point.

Lock-out Tag

A tag used to identify the reason for the lock-out, the date of the lock-out and the name of the person applying the lock-out.

Padlock

A locking device with only one key provided by the Board or by the contractor to their employees to lock-out a source of energy.

Zero Energy State

The potential energy in all elements of machinery or equipment being eliminated so that operation of any control will not produce a movement that could cause injury or damage to the machine or person.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support the Lock-out/Tag-out procedure.

Purchasing Services shall:

- ensure all pre-qualified contractors have been notified and are bound by the terms of the Board's Lock-out/Tag-out procedure and related standard operating practices in the contract document(s).

The Senior Manager, Plant Services shall:

- provide the resources and direction necessary to support, maintain and ensure that the Lock-out/Tag-out procedure is in place and strictly adhered to by those responsible.

Plant Services shall:

- ensure only authorized persons, trained in the use of lock-out/tag-out;
 - service and/or maintain machinery/equipment in all areas under their responsibility, and

- work on equipment/machinery that may contain/produce an energy source that could cause harm to personnel or equipment;
- provide approved lock-out/tag-out equipment and hardware to all Plant Services staff members as required by their job;
- ensure contractors performing work are pre-qualified;
- with assistance from Health and Safety, provide mandatory training for all Plant Services staff members; and
- maintain a database of all Plant Services staff members who are trained.

Supervisors of Facility Services, Maintenance Forepersons and all Caretaking/Maintenance staff members shall:

- comply with this procedure and related standard operating practices and ensure it is implemented and followed within their particular facilities of responsibility; and
- verify the lock-out/tag-out station is complete with the appropriate locking devices and keys.

Health and Safety shall:

- assist in the training of all Plant Services staff members;
- track and train all other staff members on this procedure and supporting documents where applicable;
- consult with Plant Services staff members to provide input into revisions to the Lock-out/Tag-out procedure and supporting documents, as required; and
- assist in the implementation of this procedure in Board facilities.

Principals shall:

- ensure this procedure and related standard operating practices are implemented; and
- ensure only trained authorized persons, as defined in this procedure, work on equipment or machinery that may contain or produce an energy source that could cause harm.

Authorized Person(s) shall:

- comply with this procedure; and
- ensure all affected persons are notified of any service interruptions due to equipment and/or machinery that are locked out.

Board Pre-Qualified Contractors shall:

- ensure all their staff members and sub-contractors are trained and comply with this procedure and the related standard operating practices, the Occupational Health and Safety Act, and any other applicable legislation; and
- ensure all affected persons are notified of any service interruptions due to equipment and/or machinery that is locked out.

Department

Human Resource Services - Health and Safety
Plant Services

Procedure History

Approved 2009
Working Document May 2014
Revised March 2015

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