

POLICY FOR LOCKOUT / TAG OUT

Potential Risks: hydraulic, thermal, pneumatic, electrical, mechanical, chemical, residual (battery, springs, capacitor, etc.), radioactive, radiation, kinetic (energy related to an object in motion).

Good work practices can contribute to the safety of personnel assigned to tasks such as equipment maintenance, repair, adjustment, etc. However, if energy sources are uncontrolled it can be difficult to perform such work without risk.

Lockout/tag out is a work method that allows an increased level of safety. More specifically, it is a means of prevention to avoid accidental starting or movement of a machine during maintenance, repair or adjustment.

Objective

This policy establishes the rules that must be applied during lockout work in order to prevent an incident due to accidental energy release.

Scope

This policy applies involved parties under the authority of, and conducting any associated work for, the benefit of EBC or its subsidiaries.

At all times, this policy and procedure should be diligently applied with professionalism and respect for others. In case of doubt or conflict in its application, managers have the responsibility to contact EBC Human Resources management for guidance in its implementation.

Distribution

This policy must be provided to all persons, working both on and off project sites, during their orientation session.

LEGEND

-  The behavior or activity required by the organization.
-  Important non-compliance for the organization

Planning

-  The lead contractor shall, on each construction site, make sure that one or more procedures describing a method for the control of energy are produced, applied and made available. In order to achieve this, they must ask the owner of the equipment to submit to them the current lockout procedure that will be used for each piece of equipment.
-  The procedure and the lockout steps must be listed in a clear format, understandable to all, and meet the minimum regulatory requirements.



- The lead contractor must ensure that each worker, before starting work on a piece of equipment or present in a danger zone, has received proper lockout training and knows the lockout safety procedure well enough to apply it.
- Each employer must provide to their trained workers, any required individually keyed padlocks, as well as personal identification tags.
- ⊘ No activity requiring work on partially energized equipment (i.e. troubleshooting) can be done without previously establishing an approved safe work method.

Organization

- The lead contractor must coordinate the lockout of all equipment and hazardous areas with each employer on their site. Each employer must obtain prior permission from the lead contractor before padlocking any piece of equipment on site. The same authorization and coordination is required for when there is a planned release of energy.
- ⊘ It is prohibited for a person to work on any equipment or to access a hazardous area without first having installed their padlock and verifying that the energy is controlled or isolated.
- In the case of a person forgetting or losing their key, the lead contractor must authorize removal and apply their padlock cutting procedure. This procedure must meet minimum regulatory expectations.

Control

- ⊘ No one can install a padlock for another person performing work. No one shall cut off or remove the padlock of another person who installed it except for as allowed above.
- When the work might require the support of more than one worker, be sure to affix a hasp according to the established work method.
- ⊘ Use a lockout padlock specifically allowed for the purposes of the lockout tag out program

If the rules of the main contractor, safety code or any regulation are different than those described above, the strictest shall apply.

Roles and Responsibilities

For the employee, worker, subcontractor, etc.:

Everyone has the obligation to respect and enforce this policy and procedure.

The Manager

The manager ensures compliance of this policy for the staff under their responsibility and ensures that the policy is known by involved parties. In case of conflict, they shall communicate with the human resources department.



Human Resources Management

Human Resources management is responsible for ensuring the updates and distribution of the current policy. They must also oversee administration and determine disciplinary measures deemed appropriate for enforcement.

Disciplinary Measures

The person who does not respect the policy mentioned above will receive:

- 1- A verbal warning stating the correction(s) to be made, documented in the form of a correction or reprimand notice.
- 2- In the case of a repeated offence, a written warning is again written in the form of a correction or reprimand notice and is given to the person and to their superior.
- 3- Subsequently, if there is a recurrence, a write-up along with stricter disciplinary action resulting in an expulsion from the workplace for 1-2 workdays will be given.
- 4- In case of any further recurrence, a third written warning will be provided that can result in dismissal or expulsion from the project or a definite period of time.
- 5- Special Case:

When a person breaches a description for an **Important organization non-compliance**

In this specific case, the task performed must be stopped IMMEDIATELY, the first notice will correspond directly to step number 3 of disciplinary measures and the person will be expelled for a duration of 2 workdays.

In case of any further recurrence, step 4 will apply regardless of the number of prior warnings given.

Definitions

Individually Keyed Padlocks: Particular arrangement of padlock components that can only be opened with a single key.

Danger Zone: Any area in or around equipment that represents a potentially dangerous release of energy (ie. Mechanical, hydraulic, pneumatic, electrical, spring, etc.).

Reference Documents

- 01 - Lockout permit
- 02 - Identification sheet of energy sources (F.I.S.E.)
- 03 - Lockout register - Attendance
- 04 - Personal padlock register
- 05 - Padlock borrowing register
- 06 - Request to remove an individual lock
- Library of working methods

Associated Training

- Control of Hazardous Energies

