

		6430	Equipment Lockout		
		Replaces:	New		
Policies and Procedures		Effective:	2015-07-01	Next Review:	2020-06-01
		Executive Responsibility:	Administrative Responsibility:	Recommended by Policy Review Committee	2015-06-17
Director, Human Recourses	Health and Safety Coordinator	Recommended/Approved by Education Council		N/A	
		Approved by President		2015-09-01	

A. PURPOSE

This policy outlines the requirement and procedure for lockout of energized equipment in the workplace. It is the intent of Selkirk College to protect all employees by identifying all activities, machines, equipment and processes which require lockout. This policy is in accordance with the Occupational Health and Safety Regulations, WorkSafeBC, and Selkirk College’s safety program.

B. SCOPE / LIMITS

The WorkSafeBC and Occupational Health and Safety Regulations require that any person (employee or student) working on a machine for maintenance must lockout (disconnect or interrupt) the source of energy through the use of a control device and secure the control device in an inoperative state by the use of a padlock. The source of energy typically includes electricity but can also include compressed air, natural gas, water, coolant or any other liquids or gas that can impact the area of work. An area of "zero energy" must be created through lockout before the commencement of maintenance.

C. PROCEDURES/RESPONSIBILITIES

The following procedure and documentation shall be followed for all lockouts. (See attached procedure and form.)

D. ENFORCEMENT OF THIS POLICY

Violations of lockout procedure and/or rules will not be tolerated, and failure to comply with this policy will lead to disciplinary actions. All breaches of this policy will be recorded in writing by the College. Be aware that, in addition to action taken under this policy, WorkSafeBC may provide consequences for violations.

E. REGULATIONS AND LEGISLATION

<http://www2.worksafebc.com/Publications/OHSRegulation/Policies-Part10.asp#SectionNumber:R10.3-1>

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