

Procedure Title	School Equipment Tagout and Lockout Procedure		
Date of Issue	April 28, 1999	Related Policy	BP 3801-D
Revision Dates		Related Forms	
Review Date		Originator	System Administrative Team
References			
BP 3801-D - Health and Safety; Occupational Health and Safety Act and Regulation 851, sections 42, 68, 74, 75, and 76			

Procedure:

1. Authority:

- Bluewater District School Board Policy BP 3801-D Health and Safety regulates the Occupational Health and Safety requirements to ensure all students and staff have a safe environment.
- The use of the lockout procedure is required under the Occupational Health and Safety Act, Revised Statutes of Ontario 1990 and Ontario Regulation 851, sections 42, 68, 74, 75, and 76.

2. Definitions:

- **Lockout:** A device, lock or blocking device identified with a danger tag that prevents the accidental starting, energizing or movement of a device, machine or energy source.
- **Danger Tag:** A red and white tag securely affixed to a machine, device or energy source that identifies the hazard, date and individual who locked out the device.
- **Personal Lock:** Single key personal lock used by Maintenance Personnel.
- **School Lock:** Lock issued from the school office with restricted and controlled key access.

3. Board Requirements:

- That all hazards are locked out to ensure the safety of the workplace and protect individuals and equipment.
- That all persons who maintain, adjust, clean, repair or correct a hazard, shall ensure that the sudden energizing, movement or delivery of material is prevented by locking out the device.

4. Administrative Controls:

4.1 Board Responsibilities:

- Establish a procedure to correct hazards
- Provide personal locks to Maintenance personnel. Provide Principals with school locks for use in schools.

- Provide danger tags, multiple gang clamps and any other materials necessary to secure, block or lock equipment.
- Provide necessary training program to ensure procedures are followed.

4.2 Principal Responsibilities:

- Ensure employees are knowledgeable in the lockout procedure and use the procedure as intended.
- Ensure hazards are locked out utilizing the school lock to ensure the safety of all occupants.
- Supervise the use of the school locks and the lock distribution log to identify the hazard, location, date, lock number.
- Ensure school locks are only removed by competent persons who have corrected all hazards and updated the log indicating the corrective action, date and individual correcting the hazard.
- Ensure a danger tag is installed with every lockout.
- Ensure the lockout procedure is used.

4.3 Head Custodian Responsibilities:

- May act as the Principal's designate in the Principal's absence.
- Ensure danger tags are affixed to school locks in service and replace as necessary.
- Initiate corrective action to eliminate hazards.

4.4 Maintenance Personnel Responsibilities:

Routine Maintenance:

- Use their personal lock to secure, block or prevent the movement of equipment, device or energy source during cleaning, adjusting or repair of equipment.
- Remove their personal lock when leaving the jobsite.

Hazards:

- Take corrective action to eliminate hazards and when the hazard is eliminated, remove the school lock and danger tag and update the school log book
- Install a school lock and danger tag identifying a hazardous condition.
- Work in a manner as prescribed by the Occupational Health and Safety Act and the Regulations.

4.5 Employee Responsibilities:

- Report all hazardous situations to their Supervisor, Principal and/or designate.
- Do not remove a personal lock other than their own.
- Ensure danger tags are installed with lockouts identifying the hazard, date and person installing the lockout.
- Be familiar with the lockout procedure.

- Work in a manner as prescribed in the Occupational Health and Safety Act and Regulations.
- Install a school lock and danger tag on a hazard after reporting the hazardous situation and completing the school log.

Note: Each person working on a device, equipment or system will install a personal lock while cleaning, adjusting, maintaining or repairing that equipment to prevent the moving, energizing or release of stored energy.

Personal locks may only be removed by the person installing the lock and a personal lock will not be left on a hazard if the worker is not present at the site.

A danger tag may identify a hazard that has been locked out without using a personal or school lock.