# << Farm Name >> LOCK OUT/ TAG OUT POLICY

**Policy:**

Workers of << Farm Name >> who work in areas where Lockout-Tagout may be performed shall be provided awareness training. Workers who perform maintenance activities on equipment must be provided training on the Lockout-Tagout training program. Workers are not to perform maintenance, clean, or adjust any powered equipment while it is in operation. All energy sources must be locked out and tagged out before maintenance is performed.

**Procedure:**

The Lockout-Tagout procedure << Farm Name >> has decided to follow starts with addressing that energy sources must be turned off, disconnected and/or released before maintenance is performed. The worker will turn off and/or disconnect energy control points, such as ignitions, electrical plugs, switches, valves and circuit breakers.

The worker will restrain or release all stored energy. This includes but is not limited to the following:

1. Compressed springs – block springs from releasing
2. Parts of a machine held up by hydraulic or pneumatic power – block to prevent parts from falling
3. Pressurized lines – bleed the pressure from the lines
4. Components that are hot – allow sufficient time for cooling before work begins
5. Capacitors that may store electrical energy – discharge the energy from the capacitor

Electrical equipment that might be fed by more than one source should be tested with a voltage meter to verify the absence of electrical energy.

**Placing the Lock:**

Workers of << Farm Name >> involved in maintenance activity are responsible for placing their own lock and tag on each energy control point. The key to the lock must be kept under the control of the owner of the lock at all times. Mobile equipment can be locked out by removing the key from the ignition and pocketing it and detaching the negative battery cable. Each lock owner must write the details of the lockout on a tag and attach it to the energy control point(s).

In the event a worker’s lock must be removed due to being left on a machine and it appears that it was left there inadvertently << Farm Name >> has developed the following procedure:

* First determine who the lock is assigned to. If that worker is unavailable, the farm owner shall determine if it is safe to remove the lock. The farm owner must clear the area, ensure guards are in place, remove tools and debris and make sure personnel are out of harm’s way. The lock may then be removed.

**Verifying zero energy state:**

Once the lockout device is installed the worker is instructed to attempt to restart the equipment to verify that the energy sources have been de-energized. Depending on the equipment the employee will turn on switches, open valves, push start buttons, etc. If an energy release occurs during this verification, work cannot proceed until this source is located, isolated, and verified as de-energized. Turn switches off and close valves once de-energized state is verified. Workers are prohibited from performing maintenance on equipment that is not locked out.

**Before Start up:**

Once maintenance activities are complete, all workers must be out of harm’s way, ensure slip, trip, and fall hazards have been cleared from the area, and guards have been replaced. Each worker who affixed a lock to an energy control point must remove their own lock(s). Only after all the above are complete may equipment start-up occur.

Responsibilities:

* << Farm Name >> shall ensure workers are trained, wear recommended personal protective equipment and follow safe work practices and safe job procedures.
* << Farm Name >> shall provide lockouts appropriate for the situation/equipment worked on.
* The Farm Owner shall enforce the use of the lockout-tagout procedure.
* Workers shall test equipment after lock out to ensure all energy is released and the equipment or panel cannot be restarted before performing work.
* Workers shall remove their own locks only.

Violations:

Any worker violating this policy may be subject to the appropriate disciplinary action.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* The safety information in this policy is to be used in conjunction with all applicable Federal and Provincial Legislation.