ELECTRICAL AND MECHANICAL ISOLATION PROCEDURE

Scope

This isolation procedure is to be followed when working on any equipment that is under the direct control of __________ Ltd. where specific client procedures are not applicable.

Purpose

- To provide a procedure for isolation in all situations where we are not compelled to follow specific clients’ lockout procedures;
- To ensure that ___________ Ltd. meets the legislative requirements;
- To identify training requirements;
- To ensure that all work has been completed and everyone has moved out of harm’s way before allowing the equipment to be re-energized.

Responsibilities

Supervisors are responsible to:
- Ensure employees are instructed in these isolation procedures;
- Ensure employees comply with the isolation procedures;
- Ensure all energy sources are identified and isolated;
- Keep records of training;
- Keep records of assigned locks;
- Put the first lock on and remove the final lock before returning the equipment back over to the client or production;
- Assess the work area once the work is complete to ensure it is safe before removing the final lock.

Employees are responsible to:
- Participate in the training;
- Comply with the requirements;
- Report any breaches in the isolation system.

Safety & Management are responsible to:
- Conduct compliance auditing, coaching and correcting.

Isolation Procedure

- Identify all energy sources affecting the equipment and the safety of the workers.
- Instruct affected employees of the isolation requirements.
- Wherever possible, place locks at the main energy source.
- Conduct a check to ensure isolation is complete then return controls to the neutral position.
Stored energy, such as capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, air pressure, etc. must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

- Any water, chemical or airlines affecting the safety of the worker must be isolated using a double blank system.
- Individual locks must be assigned to each person required to work in or on the equipment with the only key in their possession.
- In every case the Supervisor will be the first lock on and the last lock off after he has ensured that all workers have completed the work and moved out of harms way.
- Multiple lockout devices are to be provided to ensure all workers are able to secure their locks and the equipment cannot be started until their lock has been removed.
- Each worker is responsible for putting on his own lock and removing his own lock. Locks may be removed at the end of each shift or at the end of the job. The Supervisor will provide this information to his crew.

Removing Another Person’s Lock

If a worker leaves the site without removing his lock every effort shall be made to contact the worker to return to site and remove his lock. If this is not possible, the Site Manager/Supervisor will confer with the Safety Officer on site and if there is no Safety Officer, the Workers’ Safety Representative. At a minimum, the Site Manager/Supervisor will verify the worker has in fact left the site and it is safe to remove the lock.

The Site Manager/Supervisor and Safety Officer/Representative will inspect the work area to ensure it is safe to remove the lock. A Lock Removal Form must be completed and signed by all once an agreement has been reached (Attachment 1). Only after all parties are in agreement will the lock be removed.

NOTE: Removing a lock other than the one assigned to the individual will result in immediate dismissal.

Restoring Equipment to Service

When a job is complete and/or the equipment is ready for testing or normal service, the Supervisor is responsible for checking the equipment and/or work area to ensure all tools and parts have been removed from equipment, the work has been completed and all workers are clear of the hazard from the start up.

The Supervisor shall not remove his/her lock until he/she has verified that it is safe to do so.