



## Section 18: Lockout / Tagout

### 1. General Information

- 1.1 This section provides standard procedures for rendering inactive any electrical equipment or operating systems (stored energy systems) when equipment is down for repair, removal, replacement, or installation of new equipment.
- 1.2 Approved, site-specific procedures must be followed when working on existing systems operated by EQ.
- 1.3 “Danger – Do Not Operate” or equivalent tags must be used with locks.

### 2. Lockout / Tagout Procedures

- 2.1 Do not work on equipment until it is de-energized and tested.
- 2.2 Approved, site-specific and/or equipment-specific procedures for lockout/tagout must be followed. Lockout/tagout must include the following elements:
  - A. Use only standard tags and single-key locks.
  - B. When tags are used, fill in the spaces provided to indicate a description of the equipment, circuit number involved, date, signature, company name and contact number. Attach tags securely. Do not use tags without locks.
  - C. Never alter tags. Destroy dedicated tags immediately upon removal.
  - D. Do not operate equipment with a tag or lock attached regardless of the circumstances.
  - E. Operating a valve or switch to which danger tags are attached, or removing a lock without authorization may result in removal from EQ premises.
  - F. If the tag originator is off the site, the originator’s supervisor and the EQ representative or designee may remove the lock and tag, or authorize removal after verifying the system or device is safe. The authorization to remove the lock must be in writing. For existing EQ facilities, authorization must involve the site facility operations manager.
  - G. A minimum 2-tier lockout/tagout system is required for existing EQ facilities.
    1. Personnel responsible for facility operations at the site must place the first lock on any circuit that is being locked out. After ensuring that all parties have completed their work and removed their locks, the party who placed the first lock will remove their lock.
    2. Each company working in the area affected by the lockout must place an additional lock. A supervisor may place one lock for multiple individuals, but only if all of the individuals are under his/her direct supervision. When each company/person completes work in the area, the person who

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placed the lock will remove it. (Every individual working in the affected area has the right to place a lock.)

- H. EQ or the EQ designated representative is responsible for breaking flanges, placing blanks, draining, and decontaminating certain equipment or systems (such as those containing hazardous waste) prior to release for work. No work requiring lockout/tagout should be conducted without authorization from EQ.
- I. Tags required beyond one shift will be replaced by the oncoming shift, or by the EQ representative if no work is scheduled and the system remains shut down. Engineers or superintendents may be designated by EQ to act in this capacity. Long term lockouts may not require shift replacement, if so determined by the EQ representative.

### **3. New Equipment and Facilities**

#### **3.1 Electrically Operated Systems**

- A. The EQ representative places multi-lock devices when other trades are involved in the shutdown.
- B. The EQ representative opens the switch, pulls power and control fuses, places the lock and tag, and tests the equipment to verify it is inactive.
- C. Personnel from other trades performing work place their locks and tags on the EQ representative's multi-lock device. Where several persons of the same trade are involved, the foreman may place one lock on the multi-lock device, and then the tradespersons may place their locks and tags on the multi-lock device after witnessing a proper test.
- D. Upon completion of the work, personnel from other trades remove their locks and tags.
- E. The EQ representative's lock and tag is the last to be removed. After ensuring that everyone is clear, the representative removes the lock and tag.
- F. New work is inspected and tested.

#### **3.2 Piping Systems**

- A. The piping contractor places multi-lock devices when other trades are involved in the shutdown.
- B. The piping contractor de-energizes, locks, tags, and tests the system.
- C. Personnel from other trades performing work place their locks and tags on the piping contractor's multi-lock device. Where several persons of the same trade are involved, the foreman may place one lock on the multi-lock device, and then the tradespersons may place their locks and tags on the multi-lock device.
- D. Upon completion of work, personnel from other crafts remove their locks and tags.
- E. The piping contractor's lock and tag is the last to be removed. After ensuring everyone is clear, the piping contractor removes the lock and tag and notifies EQ that work is complete.

## **4. Existing Operating Facilities and Equipment**

### 4.1 Electrically Operated Systems

- A. The EQ representative de-energizes the system, demonstrates that the power is off to the electrician and other contractors, and locks and tags the system.
- B. A qualified person ensures that fuses are removed and locks, tags, and verifies that the system is inactive.
- C. Other personnel may place locks and tags as described in paragraph 3.1.C.
- D. Upon completion of work, the EQ representative removes their lock and tag and replaces fuses where required.
- E. The EQ representative checks the system and re-energizes the circuits.
- F. New work is inspected and tested.

### 4.2 Piping systems

- A. The EQ representative de-energizes the system and places a lock and tag.
- B. The EQ representative directs the contractor as to where to make the first break of flanges and where to place blanks. The EQ representative then verifies the system is empty and decontaminated.
- C. The contractor verifies the system is de-energized, makes the first break in the flange, places blanks as directed by the EQ representative, and places the piping contractor's tag and lock. The EQ representative places their lock and tag.
- D. Personnel of other trades may then place locks and tags, perform work, and remove them upon completion of work.
- E. The appropriate contractor ensures the system is clear and removes their lock and tag. When completed, the contractor notifies EQ that the system is acceptable, and the contractor's lock and tag is removed.
- F. The EQ representative removes their lock and tag and re-energizes the system.
- G. New systems are inspected and tested.

## **5. Shop Equipment**

- 5.1 Authorized operators of shop equipment must lock out their equipment to change tools, chucks, blades, and perform similar tasks. A power disconnect switch will be provided for this purpose at or near the equipment unless the equipment can be unplugged.
- 5.2 Do not use pushbutton controls or butterfly valves for lockout.
- 5.3 Do not use a tag without a lock without coordinating with EQ.

## **6. Locks and Multi-Lock Devices**

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- 6.1 Use only single-key locks. The key must remain in the possession of the person placing the lock.
- 6.2 The prime trade directly related to the item to be locked out will provide and install multi-lock devices.