



**Number:** H&S 21.0  
**Date:** August 2012  
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**GENERAL MANUAL POLICY**

**APPROVED BY:**

  
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**Executive Director**

**CATEGORY:** Health & Safety

**TOPIC:** Lock Out

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**POLICY**

It is the policy of Community Living Thunder bay to ensure lock out procedures are in place.

**PURPOSE**

To protect the health and safety of employees.

**RESPONSIBILITY**

It is the responsibility of the Team Leader/Supervisor or Acting Team Leader/Supervisor to ensure lock out procedures are followed.

Initial: AB

**GENERAL MANUAL PROCEDURE**

**TOPIC: Lock Out**

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**PROCEDURE:**

1. The staff or the individuals must report any maintenance/repair required on equipment to the Team Leader/Supervisor or Acting Team Leader/Supervisor immediately.
2. Staff will retrieve the keys, if required and open the breaker panel box to locate the appropriate breaker to switch off.
3. After the breaker has been switched off, the staff will check the equipment again to ensure that it is inoperative.
4. The panel box will be closed and locked.
5. A lockout tag is then attached to the panel and to the equipment. The tag must not be removed until the maintenance or repair work has been completed.
6. Upon completion of the maintenance or repair work, the tag will be removed by the Supervisor or Acting Supervisor.