



R. Fryer Forest Products LTD.
Monetville, Ontario
Policies & Procedures

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Subject: **Lockout Policy & Procedures**

POLICY:

Our goal is to prevent injury to employees who are working on machinery in any and all of our buildings. When repairs, maintenance, cleanup, lubrication, knife or saw changes, freeing jam-ups or adjustments are being made to any piece of equipment, it must first be properly locked out, according to the Safe Operating Procedures for the particular piece of equipment.

PROCEDURES:

1. New employees will receive general information regarding Lockout during their Office Orientation session. They will be instructed by their supervisor at the job location regarding any equipment they will be using and its lockout procedures, location of panel, types of energy, etc.
2. When an employee is being trained to operate a machine, the Supervisor will instruct him/her according to the Safe Operating Procedures for that equipment, including the steps to be followed for lockout, location of the panel types of energy, adjacent equipment, etc. The employee will sign the Safe Operating Procedures, indicating understanding of their responsibilities. Copies of the signed Safe Operating Procedures are kept in binders for the various locations in the plant, Garage, Sawmill, Trim Shed, and Planer. Originals of all SOP's are filed in binders at the main office.
3. Those employees – machine operators, Supervisors, Millwrights and Electricians – who are authorized to perform lockout must be trained in proper lockout procedures and they will be assigned their own locks for which only they will have keys. If a lock is lost or has to be cut off because the owner has left without removing it, he will be charged the cost of a replacement lock.
4. As part of the Joint Health & Safety Committee monthly inspections, lockout policies and procedures will be checked. Safe Operating Procedures will be updated when changes occur. There will be a complete review of SOP's annually, at which time lockout procedures will be checked and revised if required.

LOCKOUT STEPS:

1. Prior to any work being done on or near electrically powered equipment or power lines, the power supply must be disconnected and switches or breakers locked out.
2. Starters, control switches and other such devices must be locked out before beginning work on a machine. Other measures to prevent the starting of the machine must also be taken. Any adjacent equipment, which could potentially cause harm, must also be locked out. Lockout must be used only on the main isolating device for the equipment being repaired, for example, the main electrical disconnect switch or main air supply valve.
3. Repairs, maintenance, cleaning or oiling any part of a machine may be done only after; a) All moving parts are stopped and b) Any part that may move thereby endangering a worker has been blocked to prevent movement.

LOCKOUT STEPS:

4. Only a qualified electrician may operate high voltage switches of 750 volts and more. It is the shift electrician's responsibility to operate the electrical switches for operations and maintenance. If the electrician is not available the Supervisor or qualified, trained personnel may operate switches where the voltage is 575 volts or less.
5. After a switch is opened it must be locked out and tagged. Each person working on the equipment must have his lock and tag on the switch. Where numerous locks are required, scissor locks shall be used. The switch may be closed only after all tags and locks have been removed.
6. A lockout sheet must be posted at the site and on it each piece of equipment must be recorded, including the name of the panel that is being locked out. At the end of the shift this sheet will be given to the Supervisor.
7. The worker in charge of the lockout must inspect the job before removing his lock and tag. He will check for tools or any debris that must be cleaned up before the machine can be considered safe to start up. He will also ensure that all workers are clear of the danger zone.
8. Only after they are satisfied that the equipment can be operated without danger to anyone, will the person in charge of the job and the electrician (if involved) remove their locks.
9. When there is a shift change during a locked out job, the worker in charge, or the supervisor leaving the job will advise the relief personnel of the conditions. Only after observing the relief placing their own locks on the locked out devices will the worker or Supervisor in charge remove their locks.
10. Workers shall remove only their own lock. If a worker has left his lock on a panel after the work was completed, they will be called in to remove it. They will not be paid for their time or travel expense to do so. Where the owner of the lock cannot be reached, only the Millwright or Operations Manager may remove it after ensuring that the equipment is safe to operate.

11. The following disciplinary measures will be enforced for not following the Lockout Policy and Procedures:
- a) First Offence – a warning (may be verbal or written)
 - b) Second Offence – time off without pay
 - c) Third offence – dismissal

12. If an unauthorized employee removes a lock or scissor-lock from Company property the discipline shall be – a) First offence – Dismissal.
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LOCKOUT EQUIPMENT:

SAWMILL:

Lockout panels are easily accessed by the operators. Each machine operator has his own lock and key. Scissors for multiple locks are available in the sawmill office.

PLANER:

Lockout panels are easily accessed by the operators. Lockout main disconnect for Planer panel. For all other conveyors, lock out west panel at main disconnect. Each machine operator has his own lock and key.

GARAGE:

Wheel chocks are used to prevent movement of vehicles under repair. Portable tools such as the chop saw and grinder are not wired to an electrical panel, so must be unplugged before maintenance or repair is performed on them.

OFFICE:

Equipment to be serviced, such as the photocopier, must be turned off and unplugged.