

Single Worker Control of Hazardous Energy Procedure

Standard Procedure for Control of Hazardous Energy by Individual Worker.

The following lockout sequence will be used to ensure the machinery, equipment, or powered mobile equipment is stopped, isolated from all energy sources, locked out, and bump tested before workers perform any service or maintenance:

1. **NOTIFICATION:** Notify the appropriate personnel when servicing or maintenance is required on the equipment. The notice, either written or verbal, will inform the appropriate personnel that the equipment must be shut down and locked out to perform servicing or maintenance.
2. **FIELD LEVEL HAZARD ASSESSMENT:** Worker to complete field level hazard assessment to document hazards related to the work including potential release of energy and the tasks to be completed during the lockout.
3. **SHUT DOWN:** If the equipment is operating, shut it down by the normal stopping procedure (e.g. Depress the “STOP” button, open switch, or close valve).
4. **ISOLATE ENERGY SOURCE:** All energy sources providing energy must be identified and isolated to prevent energy from reaching the machinery, equipment, or powered mobile equipment. An energy isolating device will be attached to each energy source to prevent the transmission of energy to the machinery, equipment, or powered mobile equipment.
5. **LOCKOUT:** All energy isolating devices will be secured in place using a worker’s assigned Lock. Tags will be applied to all locks, tags must state the worker’s name, the date the tag was applied, and must indicate that the equipment to which it was attached may not be operated until the tag is removed.
6. **DE-ENERGIZE:** Stored or residual energy (such as that in capacitors, springs, elevated machine components, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure) must be dissipated by a method such as grounding, repositioning, blocking, or bleeding down.
7. **BUMP TEST:** the worker will verify the energy isolation by attempting to operate the machinery, equipment, or powered mobile equipment or by another testing to make certain it will not operate.
8. **CAUTION:** *Return operating control(s) to neutral or the “OFF” position after verifying isolation.* The machinery, equipment, or powered mobile equipment is now locked out.

RESTORING EQUIPMENT TO SERVICE:

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps will be used:

1. **INSPECT EQUIPMENT:** Check the equipment and the immediate area around the equipment to ensure that non-essential items have been removed and that the equipment components are operationally intact.
2. **VERIFICATION:** Check the work area to ensure that all worker(s) have been safely positioned or removed from the area.
3. **NEUTRAL:** Verify that the controls are in a neutral or off position.

4. **REMOVE & REENERGIZE:** Remove the energy isolation device(s) and re-energize.
FINAL CHECK: Operate the machinery, equipment, or powered mobile equipment to confirm the repair or service has been completed and the machinery, equipment, or powered mobile equipment is operating as intended.
5. **NOTIFICATION:** Notify the appropriate personnel that the servicing or maintenance is completed, and the machine or equipment is ready for operation.

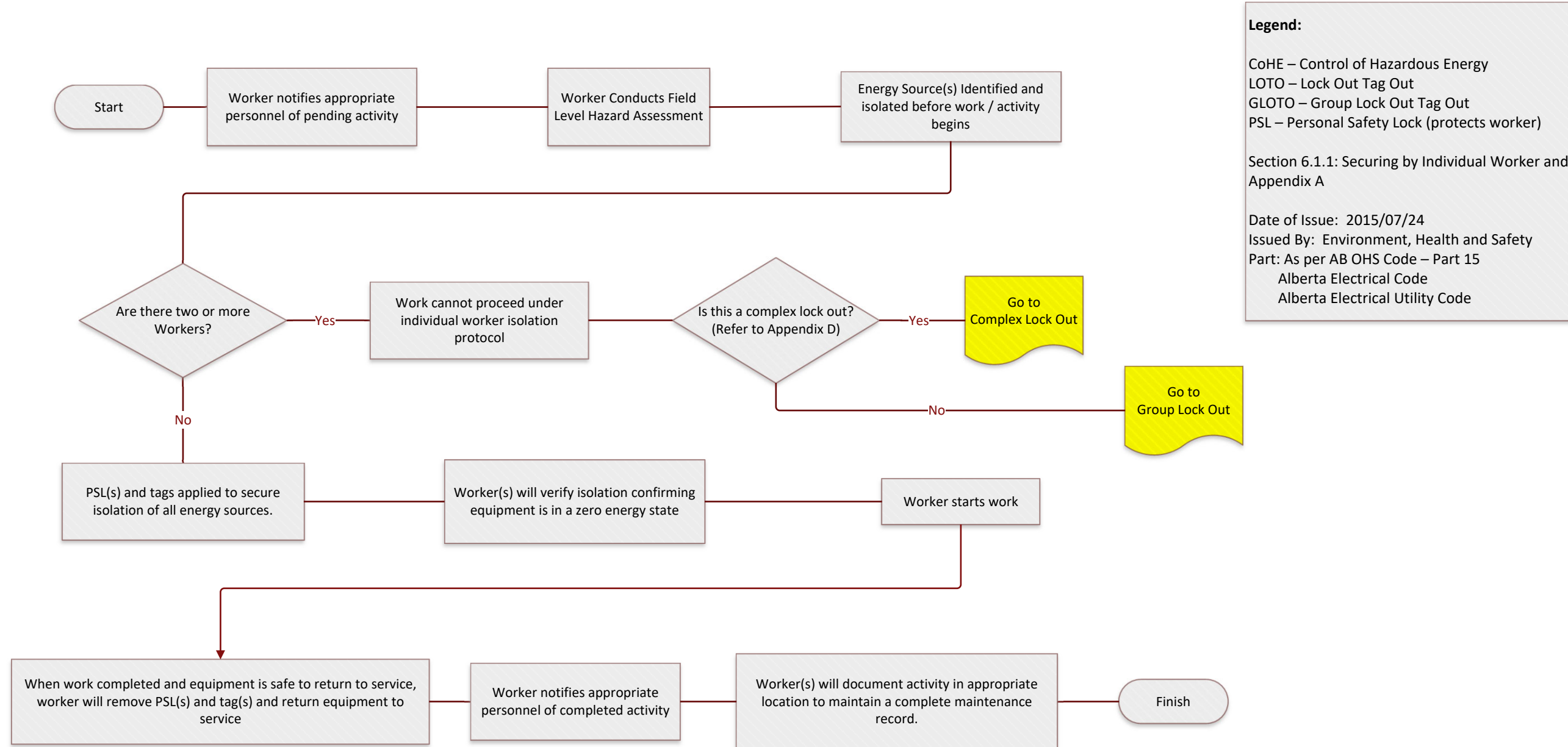
REMOVING EQUIPMENT FROM SERVICE OR EXTENDED LOCKOUT:

When the servicing or maintenance has NOT been completed on shift and the machine or equipment is NOT ready to return to normal operating condition, the following steps will be used:

1. **INSPECT EQUIPMENT:** Check the equipment and the immediate area around the equipment to ensure that non-essential items have been removed.
2. **NEUTRAL:** Verify that the controls are neutral.
3. **LOCKOUT AGAIN:** Remove the personal lockout device(s) and apply an equipment lock. Equipment removed from service permanently must be locked out with an equipment lock(s) and be rendered inoperative. All locked-out equipment must be tagged.
4. **NOTIFICATION:** Notify affected worker(s) that the servicing or maintenance has NOT been completed and the machine or equipment is unavailable.

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Locks and Tags to be used when machinery, equipment or powered mobile equipment is serviced, repaired, tested, adjusted or inspected.
 This process to be used when a worker is servicing, repairing, testing, adjusting or inspecting machinery, equipment or powered mobile equipment and controlling hazardous energy is required.
 This process will apply when a worker must apply locks and tags to control hazardous energy while performing their duties.



Legend:
 CoHE – Control of Hazardous Energy
 LOTO – Lock Out Tag Out
 GLOTO – Group Lock Out Tag Out
 PSL – Personal Safety Lock (protects worker)

Section 6.1.1: Securing by Individual Worker and Appendix A

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