



Lockout Procedure

Maintenance Procedures



Document #: PRO-025	Title: Maintenance Procedures Lockout Procedure	Version # 1.0
-------------------------------	--	-------------------------

Prepared By: Emma Jarrett Nick Knight	Issue Date: June 20, 2019	
Reviewed By: Kent Warwick H&S Committee Paul Morris	Date Reviewed: May 29, 2019 May 29, 2019 June 18, 2019	Date Approved: May 29, 2019 May 29, 2019 June 19, 2019

Table of Contents

1.0	Purpose.....	1
2.0	Overview	1
3.0	Legislation and Literature	2
4.0	Definitions	2
5.0	Responsibilities	5
	5.1 Management Responsibilities	5
	5.2 Maintenance Shop Foreman Responsibilities	5
	5.3 Authorized Employee Responsibilities	5
	5.4 Contractor Responsibilities.....	5
6.0	General Lockout Procedure	6
	6.1 Preparation for Shutdown	7
	6.2 Equipment Shutdown	7
	6.3 Equipment Isolation	7
	6.4 Application of Lockout Devices	7
	6.5 Release of Stored Energy	8
	6.6 Verification of Isolation	8
	6.7 Perform the Inspection, Maintenance, or Repair Work	8
	6.8 Shift or Personnel Changes	8
	6.9 Release from Lockout Control	8
7.0	Multiple Person Lockout.....	9
8.0	Multiple Point Lockout	9
9.0	Group Lockout.....	9
10.0	Lockout Device & Information Tag Removal when Person is Absent.....	9
	10.1 Personal Locks	9
	10.2 Departmental Locks	10
11.0	Contractors	10
12.0	Energized Testing	10
13.0	Appendices	10
	Appendix A: Lock Issuance Log.....	11
	Appendix B: Lockout Record	12
	Appendix C: Lockout Device & Information Removal Report	13
	Appendix D: Notice to Authorized Employee.....	14
14.0	Revision Record.....	15

1.0 Purpose

This procedure establishes the minimum safety standard for lockout, which is intended to reduce the risk of severe injury by ensuring that energy sources, equipment, machinery, and tools cannot be accidentally turned on, switched on, or pressurized while a worker is servicing it. All employees shall comply with the procedure.

2.0 Overview

Squamish Terminals carries out inspection, maintenance, and repair on a variety of equipment, machinery, and tools throughout the site and in the maintenance shop. Following the appropriate procedures regarding the lockout of energy sources, equipment, machinery, and tools during inspection, maintenance, and repair ensures a low risk of injury to workers.

A lockout procedure is a process that must be followed to ensure worker safety. Properly following lockout procedures will ensure against accidents resulting from the accidental activation of energy sources, equipment, machinery, or tools. Failure to follow the lockout procedure in detail could result in severe injury or death.

If the unexpected release of an energy source or the unexpected activation of equipment, machinery, or tools could cause injury, the energy source must be isolated and controlled. This is done through the lockout procedure.

If energy sources, equipment, machinery, or tools are shut down for inspection, maintenance, or repair; no work may be performed until the following have been done:

- All parts and attachments have been secured against inadvertent movement.
- Where the work will expose workers to energy sources, the hazard has been effectively controlled.
- The energy-isolating devices (such as switches or valves) have been properly locked out.

Lockout procedures are required when:

- Performing inspection, maintenance, or repair on any energy sources, equipment, machinery, or tools where unexpected start-up or release of stored energy (electric, hydraulic, pneumatic, potential, kinetic, thermal) could cause injury.
- Removing a guard or other safety device, or placing an employee's body/part of body where it could be caught or trapped by moving equipment, machinery, or tools during normal operation.

The Lockout Procedure must:

- Clearly outline the procedure for locking out energy sources, equipment, machinery, or tools to isolate them prior to inspection, maintenance, or repair.
- Establish when the lockout procedure is to be followed.
- Outline forms and reporting which need to be completed as part of the lockout procedure.
- Identify hazards associated with the lockout procedure.



3.0 Legislation and Literature

With regards to safety, the purpose of the Canada Labour Code, Part II is to prevent accidents and injury to health arising out of, linked with or occurring in the course of employment. Under subsection 122.2, preventative measures should consist first of the elimination of hazards, then the reduction of hazards and finally, the provision of personal protective equipment, clothing, devices or materials, all with the goal of ensuring the health and safety of employees. For more information, refer to http://www.rhdcc-hrsdc.gc.ca/eng/labour/health_safety/overview.shtml

COHS Regulations, Part XIX, (Hazard Prevention Programs) require employers to implement and monitor a program to prevent hazards. This document defines the Squamish Terminals safe work procedures for lockout of equipment and power supplies.

COHS Regulations, Section 8.12 (1) Before an employee isolates electrical equipment or changes or terminates the isolation of electrical equipment, the employer shall issue written instructions with respect to the procedures to be followed for the safe performance of that work.

COHS Regulations 13.16 (1) Subject to subsection (2), where it is necessary to remove a machine guard from a machine in order to perform repair or maintenance work on the machine, no person shall perform the repair or maintenance work unless the machine has been locked out in accordance with a written lock out procedure provided by the employer.

4.0 Definitions

Regarding the lockout procedure, the following definitions apply:

Authorized Employee

An employee who has been assigned to preform lock out and is qualified because of their knowledge, training, and experience.

Departmental Lock

The departmental lock replaces a personal lock when the worker must leave the worksite at the end of the shift; it is also used to lockout a piece of equipment for one or more days. In all cases, the reason for using this lock must be indicated on an "Information Tag". Use of a departmental lock alone is not an adequate safety measure while work is being carried out: the Authorized Employee's personal lock must also be used.

Energy Isolating Device

A mechanical device (a disconnect switch, line valve, block, blank off plate, etc.) that physically prevents the transmission or release of an energy source to machinery or equipment.

Energy Source

Energy generated by any of the following but not limited to: electrical energy, hydraulic energy, pneumatic energy, potential energy, kinetic energy, or thermal energy.

Equipment

A piece of equipment that has a power source or can generate its own power. Such equipment may include, but is not limited to generators, lift trucks, lift truck attachments, portable light towers, truck ramps, reach stackers, site vehicles, terminal tractors, or trailers.

Machinery

A machine that has a power source or can generate its own power. Such machinery may include, but is not limited to compressors, electrical systems, overhead doors, or pumps.

Maintenance Shop Foreman

A skilled person with experience who supervises the Maintenance Department's activities and has authority over the "Authorized Employee(s)" who perform lockout procedures. The Maintenance Shop Foreman is responsible for the "Authorized Employee(s)" performing the lockout.

Information Tag

1. A label bearing the name of the "Authorized Employee" who applied the lockout, the date that the lockout was applied and remarks the reason for the lockout. The words "Danger" and "Danger Not Operate" are written on the label.
2. The label and tie are made of non-conducting material.
3. In addition, the label is duplicated as many times as necessary for a multiple lockouts.

Lockout

To physically neutralize all energies in a piece of equipment, machine, or tool before beginning any inspection, maintenance, or repair work.

Lockout Device

This is a device that uses a positive means (such as a lock) to hold an energy-isolation device in a safe position and prevent the energizing of equipment, machine, or tool.

Lockout Device & Information Tag Removal Report

A form that indicates the procedure to be followed to remove a lockout device and information tag which has been left on equipment, machinery, or tools and the Authorized Employee responsible for the lockout device and information tag is not at the workplace. The Maintenance Shop Foreman is responsible for completing the Lockout Device & Information Tag Removal Report in the presence of a witness prior to the removal of a neglected lockout device and information tag.

Lock Issuance Log

A form used at the time of SQT lock issuance or collection which records the SQT lock number, name of the person receiving the lock, telephone number of the person receiving the lock, the trade or company of the

person receiving the lock, the date the lock is issued, and the date the lock is returned. The Maintenance Shop Foreman must complete the Lock Issuance Log and keep its records in the Lockout Manual.

Lockout Manual

A binder that is available in the Maintenance Shop Foreman's office. It contains Squamish Terminals' lockout procedure, lock issuance log, lock out records, lockout device & information tag removal reports, and failure to remove lock out device & information tag – notice to authorized employee.

Lockout Record

A form that indicates the procedure to be followed to lockout equipment, machinery, or tools. A lock out record must be completed each time equipment, machinery, or tools are locked out; the Maintenance Shop Foreman and Authorized Employee carrying out the lockout must complete the form, sign the form, and indicate the date of the lockout.

Multi Lock Hasp

This is a special device which allows several personal locks to be attached to a single lockout point. It cannot be opened until all of the personal locks have been removed. If more than 6 locks are required for the lockout, then the last hole is left empty so that another multi-lock hasp can be added, thereby allowing more locks to be added.

Failure to Remove Lockout Device & Information Tag - Notice to Authorized Employee.

A form that indicates warning to an Authorized Employee that a lock out device and information tag bearing the individual's name was removed due to neglect. The Maintenance Shop Foreman must complete the Failure to Remove Lockout Device & Information Tag – Notice to Authorized Employee form upon completion of the Lockout Device & Information Tag Removal Report and ensure the Authorized Employee receives the notice prior to the commencement of the individual's next shift.

Operator

A competent worker who is directly responsible for operating a specific piece of equipment.

Personal Lock

A personal lock is one that is assigned to a particular worker involved in the operation. Each worker must apply and remove his/her own personal lock and carry his/her own key. Combination locks or locks with master or duplicate keys must not be used. Each personal lock shall be identified by an attached information tag with the authorized employee's name, date of lock out, and remarks the reason for lockout.

Residual Energy

Energy that is stored in a system and must be eliminated (i.e., purged, bled, drained, etc.) before work can begin. Forms of energy can include thermal energy, compressed air, electrical energy, hydraulics, etc.

Tool

An instrument used or worked by hand or machine to perform a task. Such tools may include, but is not limited to drills, drill presses, grinders, or saws.

Work

The tasks that need to be performed while the equipment, machine, or tool is locked out, which can include inspections, repairs, adjustments, maintenance or cleaning, including emergency work.

Worker

A person who performs work for monetary compensation. A worker can be an employee of Squamish Terminals or an outside contractor. A worker must ensure his or her own protection.

5.0 Responsibilities

5.1 Management Responsibilities

- Ensures that the lockout procedure is consistently applied and periodically reviewed.
- Communicates the information about the lockout procedure.
- Ensures that the lockout equipment and applicable components are available at all times.
- Ensures that new workers are trained in lockout procedures within the first six months of employment and provide refresher training internally at least every five years.

5.2 Maintenance Shop Foreman Responsibilities

- Are responsible for all lockout activities in the department.
- Ensure the safety of all workers involved in locking out equipment. Ensure that those responsible for the lockout work have the skills required to carry out their duties.
- Ensure that the workers know and apply the procedure.
- Ensure that all workers involved have placed their locks.

5.3 Authorized Employee Responsibilities

- Must ensure his/her personal safety and the safety of others at all times while working.
- Follows the proper lockout procedure for each individual piece of equipment.
- Installs locks according to the lockout procedure.
- Removes locks when the work is complete.
- If the work is not completed, the worker must inform the Maintenance Shop Foreman for the lockout that personal locks will be removed and replaced with the departmental locks at the end of the shift.
- At all times, the worker is responsible for the keys for the locks he or she has used.

5.4 Contractor Responsibilities

When a contractor is involved in a job, they assume responsibility for the lockout. As such, they report to the Maintenance Shop Foreman. The contractor must follow Squamish Terminals' lockout procedure.

6.0 General Lockout Procedure

Table 1. Energy forms, energy sources, general guidelines.

Type of Energy	Energy Source	General Lockout Guidelines
Electrical Energy	<ul style="list-style-type: none"> • Electrical Alternators • Electrical Batteries (stored electrical energy) • Electrical Capacitors (stored electrical energy) • Electrical Equipment Power Cords • Electric Motors • Electric Solenoids • Electrical Transmission Lines 	<ul style="list-style-type: none"> • First, turn power off at the equipment (i.e., at point of operation switch). • Second, turn power off at the main disconnect switch for the equipment; lock and tag main disconnect switch (or remove fuses from box, and then lock and tag box) • Third, ensure no personnel are exposed prior to cycling the equipment to confirm disconnection of energy source (i.e., at point of operation switch) • When applicable, fully discharge all capacitive systems (e.g., cycle equipment to drain power from capacitors) according to manufacturer's instructions.
Hydraulic Energy	<ul style="list-style-type: none"> • Hydraulic Accumulators • Hydraulic Cylinders • Hydraulic Lines • Hydraulic Motors • Hydraulic Pumps • Hydraulic Rams • Hydraulic Systems 	<ul style="list-style-type: none"> • Disconnect hydraulic system pump's prime mover energy source (e.g., disconnect combustion engine's electrical starting battery or electric motor energy source) • Shut off, lock, and tag hydraulic valves (with cable, chain, or lockout device) • Bleed off excess hydraulic pressure. • Blank hydraulic lines as required.
Pneumatic Energy	<ul style="list-style-type: none"> • Pneumatic Accumulators • Pneumatic Air Receivers • Pneumatic Compressors • Pneumatic Cylinders • Pneumatic Lines • Pneumatic Motors • Pneumatic Rams • Pneumatic Systems 	<ul style="list-style-type: none"> • Disconnect pneumatic system compressor's prime mover energy source (e.g., disconnect combustion engine's electrical starting battery or electric motor energy source) • Shut off, lock, and tag pneumatic valves (with cable, chain, or lockout device) • Bleed off excess pneumatic pressure • Blank pneumatic lines as required.
Kinetic Energy (Energy of a moving object or matter. Object may be powered or coasting)	<ul style="list-style-type: none"> • Blades • Flywheels • Material in supply lines of bins or silos 	<ul style="list-style-type: none"> • Stop and block machine parts (e.g., stop flywheels and ensure they do not cycle) • Review entire cycle of mechanical motion; ensure that all motions are stopped. • Block material from moving into area of work. • Blank supply lines as required.
Thermal Energy	<ul style="list-style-type: none"> • Storage Tanks • Supply Lines • Vessels 	<ul style="list-style-type: none"> • Shut off, lock, and tag valves (with cable, chain, or lockout device) • Bleed off excess liquids or gases • Blank of supply lines as required.

Table 1. continued: Energy forms, energy sources, general guidelines.

Type of Energy	Energy Source	General Lockout Guidelines
Potential Energy (Energy stored in an object for release due to its position)	<ul style="list-style-type: none"> • Actuators • Counterweights • Raised loads (e.g., lift truck carriage or lift truck/terminal tractor cab) • Springs (e.g., spring in air brake cylinder) • Top or movable part of a lifting device or press (e.g., lift truck carriage) 	<ul style="list-style-type: none"> • When possible, lower all suspended loads and parts to the lowest (rest) position. • Block parts that might be moved by gravity. • Chain parts that might be moved by gravity. • Release or block spring energy.

6.1 Preparation for Shutdown

The Maintenance Shop Foreman or Authorized Employee shall:

- Identify the types and magnitude of energy to be controlled
- Identify all hazards (including stored energy)
- Identify the method or means of controlling the energy
- Identify the location of switches, energy sources, controls, interlocks or other such devices necessary to isolate the system.
- Assess the consequences of shutdown
- Notify all affected persons that the equipment will be shut down and locked/tagged out
- Authorized employee and Maintenance Shop Foreman complete a Lockout Record Form (Appendix B), completed forms will be kept in the Lockout Record Binder located in the Maintenance Shop Foreman's Office.

6.2 Equipment Shutdown

- The equipment will be shutdown following established procedures.
- Ensure that all points of operation are considered, including remote control points.

6.3 Equipment Isolation

- The equipment shall be isolated by following established isolation procedures which specify the use of disconnect switches, line valves, blocks, blanks, removal of spools, and capping of lines etc., as required.
- Computer shutdown alone does not constitute a proper isolation procedure.

6.4 Application of Lockout Devices

- Locks shall be applied to each of the isolation devices. Each worker is responsible for attaching his/her personal lock and keeping the key, without exception.
- A multi-lock hasp must be used to allow the application of more than one lock to a single energy isolating device.
- Information Tags must be attached to each lockout device whether it is a personal lock or a departmental lock. The Information Tag should state the Authorized Employee's name, date of lock out, and remark the reason for lock out.

6.5 Release of Stored Energy

- Once all necessary lockout devices have been applied, all potentially hazardous stored or residual energy must be relieved, blocked, bled, restrained, grounded or rendered safe by Authorized Employees.
- Additional measures may be necessary to prevent the re-accumulation of energy.
- Each worker must ensure that this has been done.

6.6 Verification of Isolation

- Prior to starting the work, and after isolation and de-energization, the Authorized Employee should perform a test of all start buttons and other activating controls on the equipment; also check the potential energy of the electrical supplies to ensure the equipment has been de-energized.
- Verify the test equipment before and after the test on a known source of energy
- Potential energy test indicators should not be used beyond the voltage limits for which they are rated.
- Return all of the controls to the off or neutral position after trying to start.
- For work involving several points of isolation, the Authorized Employee must keep record of the devices opened, locked off or otherwise rendered inoperable so that all of these devices can be reactivated once work is complete.
- Each person who has placed a personal lock on the equipment should be assured of his/her right to verify individually that the potentially hazardous energy has been isolated and/or de-energized before the maintenance or repair work begins.

6.7 Perform the Inspection, Maintenance, or Repair Work

- Do not do anything that could re-activate the equipment.
- Do not inadvertently bypass the lockout (e.g. when installing a new pipe or wiring.)

6.8 Shift or Personnel Changes

If the work lasts longer than one shift, or when the Authorized Employee who applied the lock must leave the workplace, lockout protection must not be interrupted. In this situation to ensure continuity of lockout control:

- At the end of each shift, a Departmental Lock is applied by the Maintenance Shop Foreman, and the Authorized Employee removes his/her personal lock and communicates to the Maintenance Shop Foreman any outstanding work that is required.
- The Departmental Lock must remain in place until the equipment is safe to return to service or has been rendered incapable of being returned to service, i.e. physically disconnected.

6.9 Release from Lockout Control

Prior to removing his/her personal lock and restoring energy to the equipment, the Authorized Employee will perform an assessment of the work area to determine that:

- the machine or equipment is operationally intact
- all necessary guards have been re-installed
- all tools and materials used during the maintenance or repair activities have been removed
- all temporary de-energization measures and devices have been removed by those who placed them

- all other workers and affected individuals have been informed that the energy is about to be restored
- all other workers and affected individuals are clear of the equipment (perform a head count if necessary)

7.0 Multiple Person Lockout

If more than one Authorized Employee works on the same piece equipment, each person must attach his/her personal lock to the multi-lock hasp on the energy-isolating device. The first worker who applies the lock must make sure the lockout is effective and the equipment will not start. Each additional worker who has placed a personal lock on the equipment should be assured of his/her right to verify individually that the potentially hazardous energy has been isolated and/or de-energized before the maintenance or repair work begins. When each Authorized Employee has finished the maintenance or repair work, the person removes only his/her own personal lock that was placed on the energy-isolating device. The Authorized Employee who removes the last lock must follow steps outlined in 6.0 Basic Lockout Procedure, 6.8 Release from Lockout Control

8.0 Multiple Point Lockout

To effectively lock out equipment with multiple energy sources, several energy-isolating devices will need to be locked out. Rather than using several locks, cables can be used for securing multiple lock out devices. If multiple point lockouts are required, a specific lockout procedure will need to be posted by the machinery or equipment.

9.0 Group Lockout

Before implementing a group lockout, a knowledgeable person must plan the procedure ahead of time and develop a written group lockout procedure. This written procedure must be conspicuously posted at the place where the system is in use.

Squamish Terminals does not currently have a written group lock out procedure.

10.0 Lockout Device & Information Tag Removal when Person is Absent

10.1 Personal Locks

Authorized Employees should always apply and remove their own locks. An Authorized Employee who neglects to remove his/her personal lock may be called back, without pay, to remove the lock. However, in the rare event that the Authorized Employee who applied a lock is unable to remove it (e.g. cannot be contacted or due to sudden illness/injury) the lock can be removed under the direction of the Maintenance Shop Foreman who has assessed the situation and determined that it is safe to remove the lock. A Lockout Device & Information Tag Removal Report form must be completed by the Maintenance Shop Foreman and kept on file. The Authorized Employee whose lock was removed must be notified verbally and in writing of the Lockout Device & Information Tag removal upon his/her return before resuming work and will be subject to disciplinary action. **Anyone who removes someone else's lock without following this procedure will be subject to disciplinary action.**

10.2 Departmental Locks

As above, a departmental lock can only be removed by another Foreman in the same Trade or Utility after he/she has assessed the situation and determined that it is safe to remove the lock. A Lockout Device & Information Tag Removal Report form must be completed and kept on file. The person who applied the departmental lock must be notified verbally and in writing of the Lockout Device & Information Tag removal before he/she returns to work. **Anyone who removes a departmental lock without following this procedure will be subject to disciplinary action.**

11.0 Contractors

When Contractors or other outside workers are performing inspection, maintenance, or repair where it has been determined that lockout is required:

- The Maintenance Shop Foreman ensures that the Contractor understands and abides by Squamish Terminals' lockout procedures.
- Before locking out any equipment, the Contractor shall inform the Maintenance Shop Foreman of the need for lockout, the location and the expected duration of the lockout.

12.0 Energized Testing

Where lockout devices must be **temporarily removed** for testing, trouble shooting, re-positioning of components etc:

- The state of the inspection, maintenance, or repair work must be assessed to ensure that testing can be done safely.
- All provisions of Step 6.9, **Release from Lockout Control**, must be followed.
- Energized testing is conducted.
- When energy is no longer needed, lockout is applied again, according to the procedures outlined

13.0 Appendices


Appendix A: Lock Issuance Log

Appendix B: Lockout Record

Appendix C: Lockout Device & Information Tag Removal Report

Appendix D: Notice to Authorized Employee

Appendix B: Lockout Record



LOCKOUT RECORD

Date Prepared (Y/M/D):		
Description of Equipment:		
Location of Equipment:		
Authorized Employee(s):		
Maintenance Shop Foreman:		
IDENTIFY ENERGY SOURCES (INCLUDING STORED ENERGY) and PROCEDURE for CONTROL of ENERGY SOURCES		
TYPE of ENERGY	ENERGY ISOLATION LOCATION	TYPE of LOCKOUT DEVICE
STORED ENERGY RELEASE PROCEDURE		
NOTES		
<p>*Type of Energy shall specifically name the exact type energy to be locked and tagged out. I.E electric, hydraulic, pneumatic, kinetic, potential and thermal energy.</p>		
<p>*Energy Isolation Location shall positively identify the exact blocking device, breaker, switch, disconnect, valve, etc. to be locked and tagged to isolate the source of energy from the work area.</p>		
<p>*Type of Lockout Device shall specifically name the exact type of lockout device required to ensure to ensure that the blocking device, breaker, switch, disconnect, valve, etc. remains in the isolated condition/position. I.E. circuit breaker lockout, plug lockout, valve lockout etc.</p>		
<p>*Stored energy following the application of the lockout and tagout devices to the energy isolating devices, all potential or residual energy will be discharged, relieved, restrained, or otherwise rendered safe.</p>		

Lock(s) removed by: _____

(Print)

(Sign)

(Date Y/M/D)


Lock(s) removed by: _____

(Print)


(Sign)

(Date Y/M/D)

Appendix C: Lockout Device & Information Tag Removal Report

	LOCKOUT DEVICE & INFORMATION TAG REMOVAL REPORT
Date (Y/M/D) Lockout Device and Information Tag Were Discovered to be Left On:	
Time (24hrs) Lockout Device and Information Tag Were Discovered to be Left On:	
Maintenance Shop Foreman Name:	
Authorized Employee's Name:	
Authorized Employee's Number:	
Description of Equipment:	
Location of Equipment:	
Reason(s) for Removal of Lockout Device & Information Tag:	
Confirmation that the Authorized Employee Has Left the Workplace:	
Maintenance Shop Foreman's Signature: _____	Time (24hrs): _____ Date(Y/M/D) _____
Attempt to Contact the Authorized Employee:	
Maintenance Shop Foreman's Signature: _____	Time (24hrs): _____ Date(Y/M/D) _____
Authorized Employee has Been Contacted and is Returning to Workplace to Remove Lockout Device(s) and Information tag(s). *Lockout Device & Information Tag Removal Report Procedure Ends, Exit Procedure, and File Form for Future Reference.	
Maintenance Shop Foreman's Signature: _____	Time (24hrs): _____ Date(Y/M/D) _____
Authorize Employee Cannot be Reached or is Unable to Return to Workplace to Remove Lockout Device(s) and Information Tag(s).	
Maintenance Shop Foreman's Signature: _____	Time (24hrs): _____ Date(Y/M/D) _____
The Status and Condition of the Equipment has Been Assessed and is Confirmed to be in a State that Will Allow for the Safe Removal of the Lockout Device(s) and Information Tag(s)	
Maintenance Shop Foreman's Signature: _____	Time (24hrs): _____ Date(Y/M/D) _____
Steps Have Been Taken to Prevent the Authorized Employee from Resuming Work at This Workplace Without Notification that Their Lockout Device(s) and Information Tag(s) Have Been Removed.	
Maintenance Shop Foreman's Signature: _____	Time (24hrs): _____ Date(Y/M/D) _____
Witness: _____	
(Print)	(Sign)
(Time 24hrs)	(Date Y/M/D)

Appendix D: Notice to Authorized Employee



NOTICE TO AUTHORIZED EMPLOYEE

FAILURE TO REMOVE LOCKOUT DEVICE & INFORMATION TAG

Authorized Employee's Name:	
Authorized Employee's Number:	
The Lockout Device(s) and Information Tag(s) that You Applied to:	
Description of Equipment:	
Location of Equipment:	
Has Been Removed By:	
Maintenance Shop Foreman's Name _____	Telephone # _____
Reason(s) for Removal of Lockout Device & Information Tag:	

Maintenance Shop Foreman: _____

(Sign) (Date Y/M/D)

Please Report to the Maintenance Superintendent

Prior to Starting Work

14.0 Revision Record

Document	Rev	Date	Originator	Details of Change
PRO-025	1.0	2019-06-20	SQT	Original