

ADVATEK SYSTEMS INC.

Section 11

TAG OUT, LOCK OUT



Updated November 26 2015

ADVATEK SYSTEMS INC.

TAGOUT AND LOCKOUT

The following are the processes and procedures Advatek Systems Inc. employees will follow while working with equipment that require a lock out or tag out.

11.0 References

[New Brunswick General Regulation Part XVI Sec 239 - 240](#)

11.1 Training

Advatek Systems requires that employees shall be informed and shown proper lockout and tag out procedures, as well as safety around machines

11.2 Implementation

Advatek Systems employees will tag-out or lock-out any and all equipment that may be turned on again while they are working on it. The tags and locks will bear the name of the company and the employees name. Tags are only to be removed once a job is complete and safe.

11.3 Procedure LOCK OUT/ TAG OUT apply

Advatek Systems policy is to supplement & augment, not replace any customer policy.

- **Every** Employee working on the equipment **MUST** perform a lock out if needed before working.
- All power sources **must** be deactivated.
- Employees will identify source for the lock out either electrical source or mechanical switch
- Employees must ensure that it is safe to lock the machine/system out at that time
- Once locked out the employee must ensure that tag is visible and secure.
- Only the employee who locked out the machine is permitted to remove the lock
- Employees may allow customer technical staff to lock out the machine using there own in house policy so long as it meets the requirements of the Advatek Systems Policy and the lock out key is kept with the employee doing the work.
- Before an employee begins work they must verify that 0 (ZERO) energy is left in the system. This process must be researched and documented before they proceed to work.

11.4 Procedure LOCK OUT/ TAG OUT removal

Advatek Systems policy is to supplement & augment, not replace any customer policy.

- When the work is complete the employee must ensure that their work area is cleared and safe
- The employee must ensure no one else is working on the machine, even if no other locks are present
- Should an employee lock need to be removed before the employee is finished the employee must ensure that the system they are working on does not pose any safety risk to other employee or themselves during the time of the force removal. This is to be noted in the work order.
- See Section 11.6 for full step by step of what to do when removing another persons lock out.

11.5 In Process Maintenance

At no time shall an Advatek Systems employee work on any equipment while in operation other than low voltage DC circuits for testing purposes only.



11.6 Removal of Another persons lock out

1. Determine who the lock belongs to
2. Contact that person
3. If they are not available contact their supervisor to check to see if the site is indeed safe for use
4. The supervisor will then ensure the site is clean and all guards are in place & remove all tools and debris
5. Clear the area of all employees before removing the lock to ensure no one may be harmed if the machine / device is not actually ready
6. Remove & keep the lock
7. Make note of the lock removal on your work order
8. You may now start the machine
9. If the system fails, place you lock back on to close the system until proper repairs can be made