Lockout/Tagout Policy

Effective: September 2000
Reviewed: June 2023
Revised: June 2017
Signature/Position: Vice-President, Finance and Operations

Applicable Legislation:

Occupational Health and Safety Act (OHSA), R.S.O. 1990
O. Reg. 213/91 1991(as amended), Construction Projects
O. Reg. 851 R.R.O. 1990 (as amended), Industrial Establishments

Applicability

This Policy applies to all University employees (faculty, staff), students, volunteers and contractors conducting work or research at the University of Guelph.

Policy Statements

1. Departments shall establish and implement their own written Lockout/Tagout procedures that set out the requirements for lockout or tagout during the servicing or maintenance of equipment, machinery, or pressure systems.
2. Contractors shall be required to document and implement their own Lockout/Tagout procedures that set out the requirements for lockout or tagout during the servicing or maintenance of equipment, machinery, or pressure systems where the University is deemed as the employer.
3. The University shall provide appropriate Lockout/Tagout training for staff who perform the servicing or maintaining of equipment, machinery, or pressure systems.
4. All maintenance contractors and their staff who perform the servicing or maintenance of equipment, machinery, or pressure systems at University facilities shall have appropriate training.
5. When equipment, machinery, or pressure systems cannot be locked out, Supervisors shall develop a written job-specific Safe Operating Procedure (SOP) to provide an equivalent level of safety to that provided by a lockout procedure.

Glossary

Term	Definition
Lockout	A combination of locks with keys to hold an energy-isolating device in a safe position to prevent energizing of the machine or equipment. Lockout devices include padlocks, restraining bars, and multiple lockout hasps.
Tagout	A system which utilizes durable warning signs that notifies workers not to operate equipment, machinery, or pressure systems until the signs are removed.

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