

Machinery can cause serious or fatal injuries when workers fail to properly control energy hazards before servicing. Injuries caused by contact with objects and equipment lead to hundreds of accepted workers' compensation claims each year in the Yukon.

What's the hazard?

A hazard is something that may expose a person to a risk of injury. Below are examples of hazards that can contribute to injury when energy sources are not properly controlled. Which could happen in your workplace? Are there any others that may be relevant in your workplace?

Examples of hazards that could require lockout procedures include:

- electrical shock
- sudden movement of machine parts like rollers, belts or pulley drives
- release of hydraulic pressure
- falling counterweights
- steam emissions
- ejected materials
- confined workspaces

How can lockout procedures prevent injury in the workplace?

The most effective way to prevent injury or illness from uncontrolled energy sources is to eliminate the risk of being exposed. Effective hazard identification, risk assessment and hazard controls can help prevent injury or illness when lockout procedures are required.

Lockout means using locks, sometimes with energy-isolating devices, to isolate all energy sources so machinery or equipment will not move unexpectedly and cause an injury. Lockout procedures are the steps for workers to safely control all energy sources. Lockout procedures must be used whenever cleaning, repairing or maintaining machinery or equipment.

A lockout procedure could mean making sure equipment is turned off, but sometimes there are several energy sources. For example, a press might be hydraulically powered, but electronically controlled. Just locking out the hydraulic power is not enough. Locking out the electricity may not even be enough. Gravity can also cause a raised arm to drop because of its own weight. There could be stored energy in pistons or springs that would cause movement and injury. All energy sources must be controlled for an effective and safe lockout procedure.

Required by law:

- employers must do hazard assessments and identify any hazards in their workplaces, including hazards from uncontrolled energy sources
- employers must have safe work procedures for identified hazards that cannot be eliminated
- employers must offer training to employees on safe work procedures

Talk leader instructions:

- This is background information ONLY.
- Be sure to customize to your organization.
- Consider printing copies of this sheet for yourself and each participant.
- Lead a discussion with your workers about the materials on this sheet.
- Be sure to give real life examples whenever possible. Be open to questions.
- Conclude with a brief review of the main points or a summary based on the discussion.
- Fill in the name of your organization, location and the date on your sheet. Have each worker sign your sheet to confirm their attendance.
- File your sheet in your worker records to document the Safety Talk.

- employers must have procedures for reporting, investigating, and documenting incidents and injuries, and offer training to employees on those procedures
- employers must develop safe, effective lockout procedures specific to the workplace and train workers in the safe and effective use of those procedures
- employers and workers must have specific procedures where a worker could be injured by the unexpected energization or startup of machinery or equipment, see Part 3 - Lockout of the *Workplace Health and Safety Regulations*

Discussion questions:

1. How does your workplace assess hazards that require lockout procedures?
2. What actions can you take to prevent injury from machinery or equipment that require lockout in your workplace?

More information:

If you have questions about lockout procedures in your workplace, please contact:

- Workers' Safety and Compensation Board, 867-667-5450 or 1-800-661-0443 or worksafe@gov.yk.ca

Disclaimer

This resource has been prepared to help workplaces understand and comply with workplace health and safety laws. It is not legal advice and is not intended to replace the *Workers' Safety and Compensation Act, S.Y. 2021, c.11* and *Workplace Health and Safety Regulations*.

Safety Talk record:

Print and complete this page or fill in electronically, then save as a record of your Safety Talk.

Comments/suggestions

Organization name

Safety Talk leader

Date

Safety Talk participants

print name

signature
