	<b>HSE POLICY</b>	<b>HSE Policy No.:</b>	<b>HSE-P-017</b>
	<b>LOCKOUT / TAGOUT (LO/TO) POLICY</b>	<b>Original Release:</b>	<b>April 2008</b>
		<b>Revision No.:</b>	<b>3</b>
		<b>Revision Date:</b>	<b>October 2014</b>
		<b>Approval:</b>	<b>Vice President, Human Resources</b>

## 1. PURPOSE

- 1.1** To protect the health and safety of Windsor Casino Limited employees and contractors by implementing controls to avoid the inadvertent release of stored energy.
- 1.2** To render safe by de-energizing, locking and tagging out all machinery, equipment and piping, prior to performing scheduled or unscheduled, maintenance, repairs modifications or inspections.
- 1.3** To comply with all requirements established by the Occupational Health & Safety Act and its Regulations, and CSA Z460-05 Control of Hazardous Energy Standard.

## 2. SCOPE

- 2.1** This policy applies to all Windsor Casino Limited employees and contractors.
- 2.2** The requirements of this policy apply to all situations where the unexpected energization, start up, movement, or release of stored energy of equipment or process, could endanger employees or contractors.
- 2.3** This policy applies to all electrical, mechanical, pneumatic, hydraulic, and other energized or potentially energized machinery and systems.
- 2.4** This policy applies to scheduled or unscheduled maintenance, troubleshooting, repairs modifications, installations and inspections.

## 3. DEFINITIONS

**Authorized Individual:** A person who is qualified to engage in hazardous energy control procedures because of knowledge, training, and/or experience and has been assigned to perform work requiring the use of hazardous energy control procedures.


**Barricade:** A physical or visual barrier marking the outer extremity of a Danger Zone.

**Contractor/Contracted Labor:** Is defined as anyone performing work on site, who is not a WCL employee.

**Danger Zone:** The zone in and around a machine, equipment, or process where a hazard is created by the motion of machinery or the energization of a system.

**De-energized:** Disconnected from all energy sources and not containing residual or stored energy.

**Departmental Padlock:** A padlock, used at the discretion of the Departmental Shift Manager to maintain integrity of a lockout between employee controlled Padlocks or to disable a machine or system over an extended period of time. The departmental padlock does not constitute a Lockout.

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**“Do Not Operate” Tag:** A warning tag used in conjunction with the application of a lockout device to an energy-isolating device indicating the nature, purpose, date and time of application of the lockout and whom to contact.

**Energized:** Connected to an energy supply and/or containing residual or stored energy.

**Energy:** Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational or kinetic force that is present in a machine or system, because of movement, or the possibility of movement.

**Energy Isolating Device:** A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors; a line valve; a block; and other devices used to block or isolate energy (push-buttons, selector switches and other control-type devices are not energy-isolating devices).

**Energy Source:** Any supply of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational or kinetic energy force that could endanger personnel or equipment.

**Group Lockout:** More than one Authorized Individual performing a LO/TO on the same energy isolating device.

**Guard:** A physical barrier that prevents access to areas of a machine, equipment, or a process where a hazard exists.

**Hazard:** A potential source of harm to personnel or equipment.


**Hazardous Energy:** Any electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravitational, kinetic, or other energy form, present or stored that can harm personnel or equipment.

**Lockbox:** A securable colored box containing eight (8) common keyed Padlocks of the same color with multiple LO/TO points. The lock box contains one (1) key common to each of the eight (8) Padlocks.

**Lockout:** The placement of a personal padlock and ID Tag on a point of control, such as an electrical disconnect, or valve handle, to lock the disconnect in the “off” position and prevent the unexpected release of hazardous energy.

**Multiple Lock Out:** A lock adapter (hasp, scissor, chain etc.) or several locks of a lockbox that is placed directly on a point of control, or a lockout device, to allow positive lockout by more than one Authorized Individual.

**Non Routine Work:** Work that will involve hazardous or potentially hazardous energy where the job task is not guided by a written procedure, lockout placard or other documented instruction.

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**Operator:** A person responsible for operating a machine or component of a machine (including operation during maintenance).

**Personal Identification Tag (ID Tag):** A laminated tag, issued by the employer which bears the Authorized Individual's name, employee number and picture. It is to identify the owner of a personal padlock.

**Personal Padlock:** A padlock, issued by the employer, with a single, unique key to each employee which is to be used for LO/TO purposes **only**. The lone copy and/or master key for this padlock is kept by and under sole control of WCL Security.

**Primary Worker:** The Authorized Individual who is deemed to be competent and knowledgeable of the assigned task(s). This person will control the first padlock applied and the last padlock removed of the LO/TO.

**Project Manager:** Is the person who has managerial responsibility for the work being contracted.

**Re-commission:** The process in which a machine or system is returned to the normal or operative state.

**Routine Work:** Work that does not involve hazardous or potentially hazardous energy or is guided by a written procedure, lockout placard or other documented instruction.


**Lockout Placard:** A laminated document placed on major equipment, indicating the various forms of energy particular to that equipment, the location of their isolation points and recommended LO/TO as well as verification procedures.

**Secondary Worker:** One or more Authorized Individual(s) who will be performing the job task. Their personal padlocks are applied after the first padlock and removed before the last padlock of the LO/TO.

**Stored Energy:** Latent ("leftover") energy that remains in a machine or system, after it has been shut down, such as a turning blade or shaft, electricity in a capacitor, or trapped pressure, that could unexpectedly release hazardous material or operate a moving part during the work.

**Valid:** When used in conjunction with this policy, it shall describe the integrity of the lockout device, system or document. When such a component has been put in place, tested and has continually been left unchanged, its present condition is termed Valid.

**Zero Energy State:** The state of a machine or system, in which residual energy in any form has been dissipated to a safe level, and lockouts have been installed and verified.

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#### 4. ROLES AND RESPONSIBILITIES

##### 4.1 Project Manager shall:


- Ensure that the Contractor has received a copy of this LO/TO Policy;
- Ensure that the Contractor has communicated the requirements of this program to their employee(s) and/or Sub-Contractor(s) who will work on site;
- Ensure the Contractor's employee(s) have been trained in LO/TO procedures;
- Ensure the Contractor knows the type and magnitude of the energy sources for the equipment they are working on;
- Comply with all documentation required by this LO/TO policy.

##### 4.2 Departmental Shift Manager/Supervisor shall:

- Ensure that all authorized individuals employed by WCL and who are assigned to perform any task requiring LO/TO have successfully completed the company LO/TO training program;
- Ensure each authorized individual employed by WCL is issued a company supplied padlock (Personal Padlock) and Personal Identification Tag (ID Tag)
- Maintain the appropriate number of multiple locking devices (hasp, scissor etc.) determined by the department to perform the work and are kept in proper working order.
- Maintain a departmental LO/TO Log Book for all job assignments requiring the use of the Departmental Padlock;
- Conduct, as required under this policy, a written Hazard Assessment and provide copies of the completed Control of Hazardous Energy Assessment Form (HSE-F-009) to the Manager Health, Safety & Environment. Original copies of the assessment form shall be maintained in a central location in the Department.

##### 4.3 Authorized Individuals and Contracted Labour shall:

- Work in compliance with this policy;
- Ensure equipment or device(s) are locked out and made safe before entry or any work commences;

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- c) Ensure LO/TO is performed in accordance with the equipment specific Lockout Placard and (or) Procedures;
- d) Notify the Departmental Shift Manager / Supervisor on duty prior to performing any job task requiring LO/TO;
- e) Ensure that all company issued Personal Padlocks and Personal Identification Tag (ID Tag) are kept in proper working order and are legible.
- f) Ensure that the Personal Padlock is only installed and removed by the assigned owner and the key to the padlock remains in the possession of the owner at all times.

#### 4.4 Security Shift Manager shall:

- a) Maintain secure control over all company LOTO Master Keys.
- b) Complete an Abandoned Lockout/Tagout (LOTO) Removal Report (HSE-F-007) when required under section 12 (Abandoned Lockout Tagout).
- c) Complete an Abandoned Lockout/Tagout (LOTO) Removal Notice (HSE-F-006) when required under section 12 (Abandoned Lockout Tagout).
- d) Maintain secure control over all abandoned Personal Padlocks/ID Tags.


### 5. LOCKOUT EQUIPMENT

#### 5.1 Personal Lockout Equipment:

- 5.1.1 Company issued Personal Padlocks shall be used for LO/TO purposes **only**, not for toolboxes, lockers etc. Combination locks or locks with duplicate keys shall **NEVER** be utilized for LO/TO purposes.
- 5.1.2 Personal Padlocks and keys must **NEVER** be lent or transferred amongst employees.
- 5.1.3 Any defects found in personal lockout equipment must be immediately reported to the Departmental Shift Manager / Supervisor for repair or replacement.

#### 5.2 Departmental Padlocks:

- 5.2.1 The Departmental Padlock must be identified with a yellow band and remain under the control of the Departmental Shift Manager.
- 5.2.2 All details related to the use of the Departmental Padlock must be recorded in the Departmental Lockout/Tagout Log Book.

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5.2.3 The Departmental Padlock is **NOT** a substitute for a Personal Padlock.


5.2.4 The Departmental Padlock can **ONLY** be removed by the Departmental Shift Manager.

## 6. LOCKOUT/TAGOUT (LO/TO) PROCEDURE

- 6.1. Notify the Departmental Shift Manager / Supervisor on duty prior to commencing LO/TO procedures;
- 6.2. Notify equipment operators prior to commencing equipment shut-down procedures;
- 6.3. Complete all LO/TO procedures in accordance with the equipment specific Lockout Placard and (or) Procedures;
- 6.4. Install personal padlocks and tags in accordance with the equipment specific Lockout Placard and (or) Procedures;
- 6.5. Verify the complete release of energy by activating all associated cycle start buttons to ensure the equipment is de-energized;
- 6.6. Release and block all mechanisms under tension or pressure as indicated in the equipment specific Lockout Placard and (or) Procedures;
- 6.7. Complete assigned work tasks.

## 7. RE-COMMISSIONING PROCEDURE

- 7.1. Notify all affected Authorized Individuals and operators that the equipment is in a state of operational readiness;
- 7.2. Check the equipment, and the immediate area, to make sure all nonessential items have been removed and that the equipment is in safe condition, ready to re-energize and that any movement, expected or not, will not pose an imminent danger to people and/or equipment.
- 7.3. If the equipment requires testing with guarding removed, ensure proper barricades or other appropriate safety precautions are taken to prevent unexpected access to the danger zone.
- 7.4. Once all Authorized Individuals are satisfied their individual area(s) of work are clear and in safe condition, Personal Padlock/ID Tag(s) may be removed and LO/TO discontinued.
- 7.5. After all Authorized Individuals have removed their Personal Padlock and ID Tag(s), equipment is considered LIVE AND OPERATIONAL, regardless of the state of other LO/TO(s) that still may or may not be valid.

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7.6. Upon completion of the required job tasks, the Authorized Individuals must ensure that all tools and debris have been removed from the worksite.

## 8. GROUP LOCKOUT

8.1. The first Authorized Individual to assess the job or the Authorized Individual who is assigned the task shall install the multiple locking device (hasp) and their Personal Padlock/ID Tag according to the Lockout Placard and (or) Procedure. This individual employee is considered the "Primary Worker".

8.2. Each Second Worker shall attach their individual Personal Padlock/ID Tag to the multiple lockout device.

**NOTE: DO NOT ASSUME** a group lockout has a valid LO/TO over all sources of energy; each Authorized Individual **MUST** verify their area of work has been made safe.

## 9. LOCKBOX (where applicable)

9.1. Where equipment requires multiple lockout locations and/or multiple workers, the "LOCKBOX" will be employed. The lockbox will be signed out by the Primary Worker who will ensure all applicable sources of energy are made safe according to the equipment's Lockout Placard and (or) Procedure.


9.2. Only the coloured padlocks of the Lockbox are to be used on the equipment or devices. The common key of the lockbox, as well as the unused padlocks, remain in the corresponding coloured lockbox, to which each Authorized Individual applies their Personal Padlock/ID tag.

9.3. If the task requires more than the eight (8) padlocks contained within a single lockbox, then subsequent lockboxes can be used in series. The first lockbox is considered the "primary lockbox" and each subsequent lockbox a "secondary lockbox". The key for each secondary lockbox must be secured in the primary lockbox, to which each Authorized Individual applies their Personal Padlock/ID tag.

9.4. No one is to work on the equipment until all Authorized Individuals are certain the lockout procedure has a valid lockout on the equipment or device(s) according to the Lockout Placard and (or) Procedure. Once all Authorized Individuals are satisfied, they are to apply their Personal Padlock/ID Tag to cover off the primary lockbox.

**NOTE: DO NOT ASSUME** the Lockbox has a valid LO/TO over all sources of energy; each Authorized Individual **MUST** verify their area of work has been made safe.

**IN ALL CASES, YOU ARE TO CONSIDER THE EQUIPMENT LIVE AND OPERATIONAL UNTIL YOUR PERSONAL PADLOCK & ID TAG HAS BEEN APPLIED**

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## 10. NON-ROUTINE WORK

- 10.1 A Hazard Assessment must be conducted by the Departmental Shift Manager/Supervisor, Engineering Shift Manager, the Primary Worker and/or all expected Secondary Worker(s) for all non-routine work that is not guided by a written procedure, lockout placard or other documented instruction.
- 10.2 The intent of the Job Hazard/Risk Assessment is to identify control measures that are designed so that maximum risk reduction has been achieved.
- 10.3 The control measures selected shall be documented in a written procedure/placards.
- 10.4 The risk assessment shall take into consideration the fact that it is possible that existing safeguards provided with the machine, equipment, or process will need to be removed or modified to perform a given task.
- 10.5 After the risk assessment has been conducted and before other energy control measures are implemented, a task-specific risk estimation shall be performed.
- 10.6 After risk estimation, a risk evaluation shall be carried out to determine whether a further risk reduction is required or maximum risk reduction has been achieved.
- 10.7 If further risk reduction is required, the appropriate control measures shall be selected and applied, and the procedure repeated. During this interactive process, it is important for all individuals involved to check whether additional hazards are created when new protective measures are applied. If additional hazards do occur, they shall be added to the list of identified hazards.
- 10.8 The department conducting the assessment shall;
  - 10.8.1 File the assessment within their department for future reference;
  - 10.8.2 Forward copies of the assessment to the Department Shift Manager / Supervisor and the Manager Health, Safety & Environment.

## 11. SHIFT OR PERSONNEL CHANGES

- 11.1 A Departmental Padlock must be applied to the LO/TO device, during shift or personnel changes to ensure the continuity of the LO/TO and the orderly transfer of LO/TO control from the departing to the incoming Authorized Individuals.
- 11.2 The application of the Departmental Padlock must be recorded in the Departmental Lock-Out/Tag-Out Log Book. The log book must indicate the following:
  - a) Name, badge number and contact number of the Authorized Individual who applied the Departmental Padlock;



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- b) Date and time applied;
- c) Equipment description and/or Equipment Tag Number

The date the Departmental Padlock is removed or changed in status must also be recorded.

**11.3** Once the Departmental Padlock is applied to the LO/TO device and integrity is guaranteed, the remaining Personal Padlock/ID Tag(s) can be removed. The sole purpose of the Departmental Padlock is to maintain the integrity of the LO/TO between applications of Personal Padlock/ID Tag(s), it DOES NOT REPLACE the Individual or Group LO/TO. The Authorized Individual's Personal Padlock/ID Tag must be applied whenever work is being performed.

**11.4** The Departmental Padlock may also be used to temporarily prevent unauthorized use of equipment or to disable equipment deemed unsafe for use. In either case, the Departmental Padlock does not constitute a LO/TO on its own.

**11.5** A "DO NOT OPERATE" tag must be applied with the Departmental Padlock with a brief explanation of why and when the equipment has been placed out of service, by whom, and who to contact for further information.

## **12. ABANDONED LOCKOUT TAGOUT:**

**12.1** If it is deemed necessary that an abandoned Personal Padlock/ID Tag be removed, the Departmental Shift Manager/Supervisor, and/or the Security Shift Manager, will verify the owner of the abandoned Personal Padlock/ID Tag, and the status of the LO/TO.


**12.2** Every reasonable attempt will be made to contact the Authorized Individual to arrange for the removal of their abandoned Personal Padlock/ ID Tag.

**12.3** If the owner of the abandoned Personal Padlock/ID Tag cannot be contacted, is not reasonably able to, or refuses to return to the workplace, the status of the Equipment will be assessed by the Engineering Shift Manager (if required), the Departmental Shift Manager/Supervisor and the Security Shift Manager to ensure the abandoned LO/TO is no longer required.

**12.4** The removal of the abandoned LO/TO must be witnessed and approved by the Engineering Shift Manager (if required), the Departmental Shift Manager/Supervisor and the Security Shift Manager.

**12.5** The Engineering Shift Manager (if required), the Departmental Shift Manager/Supervisor and the Security Shift Manager must complete and sign the Abandoned Lockout/Tagout (LO/TO) Removal Report (HSE-F-007).

**12.6** The Departmental Shift Manager/Supervisor and the Security Shift Manager must complete an Abandoned Lockout/Tagout (LO/TO) Removal Notice (HSE-F-006), which

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must be issued to the owner of the abandoned LO/TO immediately upon their return to work. This is to ensure the owner of the abandoned Personal Padlock/ID Tag is made aware their LO/TO has been removed and is no longer valid.

- 12.7** The abandoned Personal Padlock/ID Tag will remain in the sole possession and control of the Security Shift Manager.
- 12.8** The Abandoned Lockout/Tagout (LO/TO) Removal Notice (HSE-F-006) must be signed by the owner of the abandoned LO/TO, and delivered to the Security Shift Manager before the owner's Personal Padlock/ID Tag is returned.
- 12.9** The original completed Abandoned Lockout/Tagout (LO/TO) Removal Report and Abandoned Lockout/Tagout (LO/TO) Removal Notice shall be retained by the Security Shift Manager for a period of one (1) year.

### **13. COMMUNICATION:**


- 13.1** This policy shall be included In the Health and Safety Policy Manual located in the Document Library of the corporate intranet site.
- 13.2** This policy shall be included in the corporate Contractor Safety Manual and shall be provided to all Contractors prior to the commencement of work on site.
- 13.3** This policy shall be incorporated into the corporate Lockout/Tagout Training Program.

### **14. TRAINING**

- 14.1** Employees must successfully complete the corporate LO/TO Training Program prior to performing any job task requiring LO/TO.
- 14.2** Employees required to perform job tasks requiring LO/TO procedures must attend the LO/TO Training Program.

### **15. EVALUATION**

- 15.1** This policy shall be reviewed by the Manager, Health, Safety and Environment and the Joint Health & Safety Committee on an annual basis to ensure compliance with the Ontario Occupational Health & Safety Act, it's regulations and CSA standards.
- 15.2** The Joint Health & Safety Committee will conduct periodic inspections to ensure compliance.
- 15.3** The inspection results will be noted in the monthly JHSC meeting minutes.

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## 16. REFERENCES

- 16.1 Occupational Health and Safety Act
- 16.2 Regulation 851 for Industrial Establishments
- 16.3 CSA Z460-05 Control of Hazardous Energy

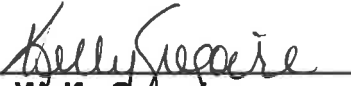
## 17. FORMS

- 17.1 Abandoned Lockout/Tagout Removal Notice # HSE-F-006
- 17.2 Abandoned Lockout/Tagout Removal Report # HSE-F-007
- 17.3 Control of Hazardous Energy Assessment Form # HSE-F-009

## 18. REVISION LOG

Revision Number	Revision Date	Revision Summary
Rev. 1	July 2008	<ul style="list-style-type: none"> <li>Replaced JHA form with HSE-F-009</li> <li>Header Change (Caesars Branding)</li> <li>Replaced V.P. of Human Resources with V.P. Corporate Affairs &amp; Administration</li> </ul>
Rev. 2	January 2012	<ul style="list-style-type: none"> <li>Section 4.2 and 4.3 - Multiple locking device maintained by departmental shift manager/supervisor (not individually)</li> </ul>
Rev. 3	October 2014	<ul style="list-style-type: none"> <li>Changed Section 19 – Authorization and Approval in header to Vice President, Human Resources</li> </ul>

## 19. AUTHORIZATION

  
**Kelly Wolfe-Gregoire**  
**Vice-President, Human Resources**

