

SWAB MASTER LTD.

Monthly Bulletin – AUGUST 2018

OH&S CODE REVIEW

Part 5: Confined Spaces

Hazard assessment

45 If a worker will enter a confined space or a restricted space to work, an employer must appoint a competent person to

(a) identify and assess the hazards the worker is likely to be exposed to while in the confined space or restricted space,

(b) specify the type and frequency of inspections and tests necessary to determine the likelihood of worker exposure to any of the identified hazards,

(c) perform the inspections and tests specified,

(d) specify the safety and personal protective equipment required to perform the work, and

(e) identify the personal protective equipment and emergency equipment to be used by a worker who undertakes rescue operations in the event of an accident or other emergency.



SAFETY MANUAL REVIEW

CONTROL OF HAZARDOUS ENERGY POLICY

Also known as: Lock Out / Tag Out Rev: Feb 2016

PURPOSE

This establishes Swab Master Ltd.'s policy for protecting employees who must do service or maintenance on machines or equipment and who could be injured by an unexpected start-up or release of hazardous energy. Service or maintenance includes erecting, installing, constructing, repairing, adjusting, inspecting, unjamming, setting up, troubleshooting, testing, cleaning, and dismantling machines, equipment or processes. This policy will ensure that machinery or equipment is stopped, isolated from all hazardous sources, and properly locked or tagged out.

SCOPE

This policy applies to all Swab Master Ltd. employees who may be exposed to hazardous energy during service or maintenance work. Uncontrolled energy includes potential, kinetic, flammable, chemical, electrical, and thermal sources.

EMPLOYER AND EMPLOYEE RESPONSIBILITIES

Swab Master Ltd. is responsible for implementing and enforcing this policy. All employees must comply with this policy. Supervisors must enforce the use of lockout and tag out devices when employees do service or maintenance work and may be exposed to hazardous energy. Employees who do service and maintenance work must follow the lock out/tag out procedures described in this policy. Employees who work in an area where lock out/tag out procedures are used must understand the purpose of the procedures and are prohibited from attempting to restart machines or equipment that are locked or tagged out.

LOCK OUT AND TAG OUT DEVICES

Lockout and tag out devices must meet the following criteria to ensure that they are effective and not removed inadvertently: Lockout devices must work under the environmental conditions in which they are used. Tag out devices warnings must remain legible even when they are used in wet, damp, or corrosive conditions. Lock out and tag out devices must be designated by colour, shape, or size. Tag out devices must have a standardized print and warning format. Lock out devices and tag out devices must be strong enough that they can't be removed inadvertently. Tag out devices must be attached with a single-use, self-locking material such as a nylon cable tie. An employee who sees a lock out or tag out device must be able to recognize who attached it and its purpose. Each lock must have a unique key or combination. Energy-isolating devices are the primary means for protecting Swab Master Ltd. employees who service equipment and must be designed to accept a lockout device. Energy-isolating devices must clearly identify function. Electrical energy sources; Lock out or tag out of electrical energy sources must occur at the circuit disconnect switch. Electrical control circuitry does not effectively isolate hazardous energy.

EXPOSURE SURVEY

Swab Master Ltd.'s Safety Committee will conduct a hazardous-energy survey to determine affected machines and equipment, types and magnitude of energy, and necessary service and maintenance tasks. Each task will be evaluated to determine if it must be accomplished with lock out or tag out procedures.

Continued in Element 3; Page 31 of Swab Master Health & Safety Manual

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**Safety is as
simple as ABC...**

**... Always Be
Careful!**

COMPANY NEWS

- Submit Emergency Response Drills for JULY
- New OHS Handbooks - It is now the responsibility of the Supervisor / Manager to ensure this Legislation is available on site.
- OHS Legislation is always available through our website @ www.swabmaster.com
- When a deficiency is found on **ANY** inspection, it should be noted on an Opportunity Report and followed up accordingly.
- Please ensure all Kilometer / Fuel Reports are submitted on the 15th of the following month.
- AUGUST Safety Focus - LOTO

THE LAST LAUGH



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