

Electrical Building Services (EBS)

Lock - out Procedures and Instructions

TO: ALL ELECTRICAL CONTRACTORS



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Introduction:

In order to obviate the possibility of accidents due to equipment being activated whilst persons are working in dangerous conditions, all driven machinery, electrical equipment likely to present a hazard must be locked out with a lock-out device and padlock. The use of danger cards only is not adequate.

NOTE:

Prior to locking-out, operators of machinery or equipment must be informed of the intention to lock-out.

In every instance the fact that the equipment has been locked-out must be recorded on the job card by the person in charge of the work.

Machinery:

All machinery driven by an electric motor must be fed from a clearly identified lockable switch which will render the machinery dead when locked in the "off" position (G M R 6(2)).

A single key to the lock is to be held by the person in charge of the section concerned, and when work is being carried out, the key is to be given to the person carrying out the work in exchange for a clear signature which must be dated.

Electrical Isolators/Circuit Breakers:

Electrical isolators/circuit breakers are to be locked-out by means of a suitable locking clip or, where provided, use of the installed locking facility.

Electricians will be issued with a suitable padlock, lock-out clips and where necessary, multilock callipers.

Where distribution boxes are fitted with hasp-and-staple type locking facility, the electrician will lock the door with his own lock after switching the relevant circuit breaker toggle to the off position.

Where circuits are protected by means of removable fuses, the fuse will be removed and the door of the distribution box locked. Where no door can be locked, a blank fuse will be inserted and locked in place.

In instances where more than one person is working on a system, multilock callipers or similar must be used.

Prior to Commencing Work:

The person in charge of the work to be carried out will in every instance after the lock has been affixed, attempt to start the machinery or energise the circuit after ensuring that no person is likely to be endangered.

HT Lock-Out Procedure:

An authorised member of Durban Metro Electricity will be in attendance with the responsible electrician when isolating or energising any HT equipment.

LT Lock-Out Procedure:

All lighting and power distribution boards with toggle operated moulded case circuit breakers and hinged doors are to be fitted with a hasp-and-staple. The **main isolator** is to be accessible at all times. (This can be affected by means of an opening in the distribution box door).

Where distribution boxes are fitted with a hasp and staple, they will be locked by

means of the electrician's padlock after the relevant circuit breaker toggle has been switched to the off position.

Where distribution panels are not yet fitted with lockable doors, a suitable "heilock" clip and padlock will be used.

Where neither door nor toggle can be fitted with a suitable lock, the electrician will disconnect the feeder conductor from the breaker/isolator and insulate the conductor end in the proper manner and leave in a safe condition.

Note: Whenever a lockout system is used, an Annexure F form (copy attached) shall be completed and handed to the relevant Supervisor the same day. A record of these forms shall be kept in the respective Supervisor's offices.

Danger Cards:

"Danger cards" warning that work is being carried out must be displayed at the switch isolator. The name and departmental telephone number of the person carrying out the work must be clearly written on the card.

Where contractors carry out work, the name of the person carrying out the work and the telephone number of the registered office of the firm or company must be shown.

Note:

Personal danger notices of other staff may not be removed by anyone other than the person who attached such notices, and hence the circuit must remain isolated until all notices have been removed by the persons concerned.

In instances where the person who applied a danger notice is no longer available to remove it after work is complete, the permission of either the Supervisor: Construction (EBS) or the Supervisor: Maintenance (EBS) must be obtained in writing before it is removed by another party. Alternatively, either of the aforementioned Supervisor's may personally remove a notice after ensuring that the system is safe to energise.

viii. Durban Metro Electricity Safety Rules.

Please ensure that the requirements embodied in Durban Metro Electricity's Safety Rules are understood and complied with, especially those items pertaining to work performed by staff of the Electrical Building Services Branch, eg:

"BASIC SAFETY RESTRICTIONS"

"SAFETY EQUIPMENT AND PROTECTIVE CLOTHING"

"WORK ON LIVE LV MAINS AND/OR APPARATUS"

"WORK IN AND ACCESS TO LIVE SUBSTATIONS AND ENCLOSURES"

"WORK ON APPARATUS CONTAINING SF6 (SULPHUR HEXAFLUORIDE) GAS"

"WORK ON REMOTELY AND AUTOMATICALLY CONTROLLED EQUIPMENT" etc.

These lockout procedures will be reviewed from time to time to try and prevent accidents that could occur whilst working in dangerous conditions. Should you require further clarification on the matter, or wish to make constructive suggestions regarding lockout procedures, please contact your relevant Supervisor.

M J GOVUZELA
MANAGER: ELECTRICAL BUILDING SERVICES

ELECTRICAL BUILDING SERVICES: LOCKOUT PROCEDURES AND INSTRUCTIONS

RECEIPT OF YOUR INSTRUCTIONS ON THE ISOLATION OF ALL DRIVEN MACHINERY AND ELECTRICAL EQUIPMENT IS HEREBY ACKNOWLEDGED AND UNDERSTOOD.

Signature of Electrical Contractor: _____

Name of Company: _____

ECB Reg No: _____

Accredited Person No: _____

Date: _____

Manager: EBS: _____

Name: _____

Service No: _____

Date: _____