



## Contractor Lockout/Tagout Plan

### **Purpose and Procedure**

This checklist is intended to be used as a supporting document of the Contractor Code of Practice (CCOP).

The Contractor/Service Provider is responsible to have a Lockout/Tagout Plan. The plan must be submitted to Safety Resources for approval a minimum of 48 hours prior to work beginning. The plan must be submitted to the Project Manager/Contract Authority.

The Contractor/Service Provider's Lockout/Tagout plan must be approved by Safety Resources prior to work beginning.

Once approved, the Contractor Lockout/Tagout Plan must be at the work site.

**As part of the planning process for work including Lockout/Tagout, the Contractor/Service Provider must contact the University's Customer Service Centre at 306-966-4496 and complete the following:**

- 1) Request to meet with the associated trade(s) from Facilities Operation and Maintenance who will be involved in the Lockout/Tagout procedure, as applicable.
- 2) With the Facilities Operation and Maintenance trade(s) staff, identify location and the machines, equipment and processes to be isolated. Follow Shutdown Impact process and complete Shutdown Impact Form if required.

As part of this process, ensure the types and magnitude of hazardous energy to be controlled are identified and the hazards of that energy are understood and communicated to workers.

