



SAFE LOCKOUT PROCEDURE #001

Campus Wide Electrical Shutdown

Rev. 1a – 25 May 2019

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Hazards	Electrocution, fugitive emissions from generators, generator refueling, driving (lack of lighting)
PPE	Arc-flash gear, as per worker field level risk assessment (FLRA)

JOB SEQUENCE

#	Description	Initial when complete	Time / date complete
PRE-PLANNING PREPARATIONS			
1	Let campus community know one year in advance of planned outages.		
2	Schedule main electrical contractor for scheduled maintenance.		
3	Contact the Town of Antigonish Electrical Utility 30 days in advance of shutdown to schedule isolation at main substation.		
4	StFX Supervisor Energy & Utilities to check to ensure emergency generators are ready (fueled and tested) two weeks in advance.		
5	StFX Supervisor Energy & Utilities to schedule Facilities Management (FM) workers for shutdown.		
DAY OF OUTAGE			
1	StFX Supervisor Energy & Utilities and FM workers will gather PPE (arc flash gear) and meet the Town of Antigonish workers and other contractor workers at the substation at least 30 mins in advance of the scheduled time.		
2	ALL workers performing electrical work during the shutdown must be at the substation 15 mins prior to scheduled time to witness the energy isolation.		
3	StFX Supervisor Energy & Utilities will give 15 and 5-minute warnings to the Central Heating Plant (CHP) and Security of power outage.		
4	Security will remind employees, on campus of power outage and not to use the elevators.		
5	StFX Supervisor Energy & Utilities will contact CHP to advise shutdown is imminent.		
6	StFX FM electrician will trip breakers 1 and 2.		
7	The Town of Antigonish opens switches, remove fuses and turns them over to StFX to complete isolation (Town procedure).		
8	The fuses will be secured together with a cable and secured inside the HV switchgear cubicle.		
9	StFX Supervisor Energy & Utilities will lock the HV cubicle and apply lock, lockout six-hole hasp and tag on the cubicle door. ALL workers who are performing electrical work during the shutdown shall install their locks and tags on the fuses.		
10	FM workers will check the campus for personnel in elevators.		

NOTE: All tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications and applicable CSA Standards.



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#	Description	Initial when complete	Time / date complete
11	FM workers will check the campus for any issues with emergency generators.		
12	Contractors will follow their own safe job procedures to perform maintenance as required on campus (copy to be provided to StFX). The StFX Control of Hazardous Energy program will be reviewed and followed by all contractors.		
13	Contractors will physically open the high voltage switch in the building, wearing required arc flash gear.		
14	Contractor will test for electrical energy, wearing required arc flash gear.		
15	Contractor will install safety grounds.		
16	Contractors will complete work.		
17	Contractor will remove safety grounds		
18	Contractor will close high voltage switch in the building.		
19	Contractor will contact StFX Supervisor E&U to advise work is complete.		
20	Contractor to proceed to the main substation and remove their locks.		
21	Once all contractor locks are removed, StFX Supervisor Energy & Utilities removes lock and turns HV fuses over to TOA.		
22	The Town of Antigonish returns to reinstall the fuses and close the switches.		
23	StFX FM electrician will energize breakers 1 and 2, wearing required arc flash gear.		
24	StFX FM personnel will check around campus to ensure everything is powered up as required.		

By signing below, I certify that this is the proper Safe Lockout Procedure for the equipment for which clearance was requested.

StFX Supervisor Energy & Utilities _____
Date

REVISION SUMMARY		
DATE	REVISION	SUMMARY
21 Jun 2018	0	New SLP
23 May 2019	1	Reformatting only.
25 May 2019	2	Deleted (1) #4, (2) #10 and revised #22.

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