



SAFE JOB PROCEDURE

Lockout/tagout for company vehicles

Department: THE COMPANY	Written by:	Approved by: COMMITTEE	Date created:	Date of last revision:
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Hazards present:	Tools, equipment, and PPE required for the job		Pre-request/additional training required:
Serious injury from accident or malfunction Electrocutation Fugitive emission of controlled substance	Lockout tags Vehicle keys Tape		
**Restrictions and additional information/requirements			
Steps to Complete the Task Safely			
1. While in use, if the company vehicle is deemed to be unsafe to operate, immediately stop use. <ol style="list-style-type: none"> a. If on a road or highway, signal, safely pull over off the road as quickly as possible, put the vehicle in park and turn off the engine. b. If the vehicle itself presents a hazard by smoke, fire, fugitive emissions, or similar, exit the vehicle, maintain a safe distance, and call 911. 	1. Thorough inspection or observation prior to use, if the company vehicle is deemed to be unsafe to operate, DO NOT USE.		
2. Using an orange lockout tag, indicate why the vehicle is being removed from service (tags are located in the staff room as well as in the safety manual in the vehicle)			
3. Place the BOTTOM of the lockout tag on the inside of the driver's side window of the vehicle			
4. Lock the vehicle			
5. Attach the remaining part of the tag to the keys for the vehicle			
6. Turn in the keys, with the lockout tag to the manager			
7. The manager will schedule maintenance or repair for the company vehicle as necessary			
8. Once the maintenance has been completed, the manager will remove the tag and put the vehicle back in service			
9. All records including the lockout tag and the service/repair records must be submitted to a committee co-chair and kept on file			
Guidance Documents/Standards/Applicable/Legislation/Other:			
Manitoba Workplace Safety and Health Regulation M. R. 217/2006 Part: 16			