

The rules of the ZES Program support Ontario Regulations and have one goal: to help ensure the safety of workers by reducing stored energy levels to manage risk.

1. **One Person – One Lock.**

This means that when an individual is in a position that requires lockout protection then that person must have a lock on either the isolation / de-energization device(s) or on the lockbox.

Where the energy isolating device is not capable of being locked out, or the use of locks is unsafe, then red personal protection tags shall be used in conjunction with an approved variance.

2. A **RED** Personal Protection Tag is the only tag to be used for personal protection on energy isolating devices.

3. Only a Tagger can install / remove his/her personal protection.

When the worker has not been trained as a Tagger, a Designated Tagger will put a lock box in place. The Designated Tagger will instruct the worker to install and remove their identified red personal protection lock. An example is if a specialist is required for an emergency repair on a mine cage hoist and will only be on site for a short period of time and training is not practical.

If the tagger is unable to, or fails to, remove their personal protection, the Supervisor can remove the personal protection by following procedure *MPROC-60008 Removal of Red or Blue Lock if the Person is not on the Property*.

4. Taggers shall remove their Personal Protection by the end of their working shift.

5. **DO NOT** operate an energy isolating device that has personal protection on it.

6. **DO NOT** operate an energy isolating device unless qualified and authorized to do so.

Energy Isolation Devices may have hazards that are not readily apparent and therefore should not be operated by someone that is not familiar with those hazards.

7. Verify a Zero Energy State before working on machinery.

Verify the zero energy state by attempting to start electrical equipment, bleeding pressurized systems, etc. Note –Interlocks may prevent equipment from starting rather than the fact that the equipment has been correctly isolated.

8. **RED** Personal Protection and **BLUE** Project Locks are to have **ONLY ONE KEY**.

9. A **RED** personal protection lock shall be used **ONLY** for personal protection and not be used for any other purposes.

10. A **BLUE** project lock shall be used **ONLY** for securing keys in a lock box and not be used for any other purposes.

11. Personnel who require personal protection from electrocution shall have positive isolation from all sources of power. Other methods of protection can be used by qualified personnel when trouble shooting electrical circuits.

12. Only qualified personnel can install grounds on electrical equipment.
One ground tag and one additional Personal protection tag is to be installed, the ground tag is to be installed on the disconnect switch adjacent to the personal protection tag and the second personal protection tag is to be installed on the grounding device at the point of connection with the grounding system.
Each time the personal protection tag is removed from the disconnect switch the ground tag, grounding conductor and clamp, and personal protection tag attached to the grounding conductor or clamp shall also be removed.
13. Control power or pilot pressure shall not be used for personal protection.
Personal protection cannot be placed on a stop push button for an electric motor.
Personal protection cannot be placed on a solenoid controlling the air to a cylinder; the main air supply for the cylinder must be isolated, de-energized, locked and tagged.
14. Defective energy isolating devices are to be immediately tagged with a status tag.
15. A Status Tag is required to identify the condition of equipment or why it cannot to be operated.
When work is incomplete, equipment is on hold or defective a Status Tag shall be installed stating the reason.
16. Do not remove a status tag unless authorized to do so.
Authorization to remove a status tag can be given by:
 - Any Tagger who is continuing the work as stated on the status tag.
 - The Tagger's Supervisor.
 - The Operating Superintendent or his/her designate in charge of the equipment or process.
17. A variance to a Zero Energy State Locking and Tagging procedure is only valid in the plant/mine that has developed and approved it. Refer to *MPROC-60010 Plant Specific Locking and Tagging Variance* standard procedure for full details.
18. If a spade, also known as a blind or blank, is introduced into a piping system as an Energy Isolating Device to protect a worker, the flange shall be locked and tagged utilizing a [blind flange lockout device](#) where possible. If a blind flange lockout device cannot be installed, one bolt must be secured with a lock and tag. All bolts must be installed, sequenced and torqued to manufacturer's specifications. The person(s) being protected must have a lock and personal protection tag on the lockout mechanism used or on the lock box associated with the lockout device.

ZES Rules are maintained in the standard document: **MPROC-60000 ZES Program Administration** and accessible on the [ZES Website Place card](#).