

## **LOCKOUT/TAGOUT PROCEDURES**

### **1. Purpose:**

This procedure establishes the minimum acceptable requirements for use of lockout or tagout energy isolating devices. Its purpose is to ensure that machines and equipment are isolated from all potentially hazardous energy sources before employees perform any servicing or maintenance activities where the unexpected energization or release of stored energy could cause injury. In the event that certain machines cannot be isolated from all potentially hazardous energy sources, documented procedures will be established, using special equipment, to provide proven effective protection for employees.

### **2. Responsibility:**

A. It shall be the responsibility of management to see that:

1. Training in this procedure is provided to all employees who may be affected by it.
2. Re-training of employees is provided as changing conditions warrant.
3. Necessary lockout and tagout devices are available to authorized employees when needed.
4. The procedure is reviewed at least annually to ensure that the requirements of the federal standards and the safety standards of \_\_\_\_\_ are being met.
5. Provisions of this procedure are carried out.

B. It shall be the responsibility of the employee to:

1. Attend required training classes on the lockout/tagout procedure. A sign in sheet will be utilized to verify the annual training of each effected employee.
2. Carry out the requirements of the procedure and the federal standard.
3. Utilize the lockout and/or tagout devices provided, in the manner prescribed.
4. Call to the attention of management any unsafe conditions concerning the isolating of potentially hazardous energy sources on machinery or equipment.

### **3. General Requirements/Shut Down:**

A. Preparation for shut down.

The affected and/or authorized employee(s) shall evaluate the machine or equipment to be shut down to determine the type(s) and magnitude of the energy, how the hazards of the energy can be controlled, and the method or means to be implemented to control the energy.

B. Shut down of the machine or equipment.

The machine or equipment shall be turned off or shut down utilizing the procedure which provides an orderly shut down that avoids any additional or increased hazard(s) to employees, or property, as a result of the equipment de-energization.

C. Isolation of machine or equipment.

All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated by the authorized employee(s) in such a manner as to isolate the machine or equipment from the energy source(s).

D. Installation of Lockout and/or Tagout device(s).

1. Lockout and/or tagout devices shall be affixed to each energy-isolating device by the authorized employee(s) responsible for making the repairs.
2. Lockout devices, where used, shall be affixed in such a manner so as to hold the energy isolating device in a "safe" or "off" position.
3. Tagout devices, where used, shall be affixed directed to the energy isolating device, or located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device. A tagout device, when used, shall be affixed in such a manner as will clearly indicate that the operation or movement of the energy isolating device(s) from the "safe" or "off" position is **PROHIBITED**.

E. Dispersion of stored energy.

1. Following the shut down of machines or equipment and after the application of lockout and/or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, or otherwise rendered safe.
2. If there is a possibility of re-accumulation of stored energy to a hazardous level while the machine or equipment is shut down, the process of dispersion of stored energy shall be continued until servicing or maintenance is complete.

F. Verification of energy isolation prior to starting work on machines or equipment that has been locked out and/or tagged out.

The authorized employee(s) shall verify that isolation and de-energization have been accomplished.

#### 4. General requirements/start up:

Before lockout or tagout devices are removed and energy is restored to the machine or equipment, the following actions shall be taken by the authorized employee(s) to ensure a safe start up.

- A. The work area shall be inspected to ensure that machine or equipment components are in place and operational, in tact, and that non-essential items have been removed from the area.
- B. The work area shall be inspected to ensure that all employees are in positions of safety.
- C. Affected employees shall be informed if the machine or equipment is ready for start up and that the lockout and/or tagout devices are being removed.
- D. Lockout and/or tagout devices shall be removed by the authorized employee(s) who applied the devices(s).

#### 5. Special requirements.

- A. Testing of machines or equipment.

Situations arise in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position it. The following sequence should be followed:

- 1. Prepare the machine or equipment for start up following the general requirements for start up/section 5, articles A-D of this procedure.
- 2. Energize the machine or equipment and proceed with the testing or positioning.
- 3. If continued servicing or maintenance is required, de-energize all systems and reapply energy control measures in accordance with the general requirements for shut down/section 4, articles A-F of this procedure.

- B. Group Lockout and/or Tagout.

When servicing and/or maintenance is performed by a crew, team, department or other group, a procedure may be utilized which affords the employees, as a group, the same level of protection that is provided by the installation of personal lockout and/or tagout devices.

- 1. The group lockout and/or tagout procedure shall meet all the requirements of this procedure except the provisions of the procedure shall apply to the group as a whole rather than each individual.
- 2. One employee in the group shall be designated "**PRIMARY AUTHORIZED EMPLOYEE**". This person shall be responsible for insuring continuity of protection

3. When more than one group is involved in servicing and/or maintenance of a machine or equipment, each group shall be considered completely separate from the other.

C. Personnel and/or shift changes.

Specific procedures shall be utilized during personnel and/or shift changes to ensure the continuity of lockout or tagout protection while providing for orderly transfer of lockout or tagout devices between off going and on coming personnel.

1. When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under direction of the management lead person, by:
  - a. Verifying that the authorized employee who applied the device is not at the facility.
  - b. Making all reasonable efforts to determine the safety of removing the device.
  - c. Ensuring that the authorized employee has knowledge of the lockout/tagout status before he/she resumes work at the facility.
2. The orderly transfer of lockout and/or tagout devices between off going and on coming personnel shall be coordinated through off going and on coming supervision.

D. Outside personnel (serviceman, contractors, etc.).

Whenever personnel from outside servicing employees are engaged in activities which this procedure covers:

1. The on-site employer \_\_\_\_\_ and the outside employer shall inform each of their respective lockout and/or tagout procedures.
2. Each employer shall recognize and honor the provisions of the others procedures.

