



Sample Lock Out/Tag Out

PURPOSE

The purpose of this policy is to establish a program for affixing appropriate lockout and tagout devices to isolate the energy source and otherwise disable machines or equipment. This program will prevent unexpected energization or the start-up or release of stored energy, during servicing or maintenance, in order to prevent injuries to employees. This policy is based on OSHA 29 CFR 1910.147, The Control of Hazardous Energy (Lockout/Tagout).

SCOPE

This policy covers the servicing and maintenance of all machines and equipment in which unexpected energization, start-up, or release of stored energy could cause injury to employees. This policy establishes minimum performance requirements for the control of such hazardous energy.

DEFINITIONS

Affected employee: An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which servicing or maintenance is being performed.

Authorized employee: One who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing, servicing, or maintenance covered under this policy.

Authorized person in charge of the program: An employee, typically the maintenance manager, or safety coordinator, given the responsibility to oversee the implementation of the lockout/tagout program.

Energy isolating device: A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: a manually operated

electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and in addition, no pole can be operated independently; a line valve, a block; and any similar device used to block or isolate energy. Push buttons, selector switches, and other control circuit type devices are not energy isolating devices.

Lockout: The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and equipment being controlled cannot be operated until the lockout device is removed.

Tagout: The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and equipment being controlled may not be operated until the tagout device is removed.

Lockout/Tagout Procedure

1. A survey shall be made by the authorized employee to locate and identify all energy sources. The authorized employee shall identify which switch, valve, or other energy isolating devices apply to the equipment to be locked out. More than one energy source (electrical, mechanical, or others) may be involved; if so, follow the specific lockout procedures for that piece of equipment. Questionable energy sources shall be resolved with management before lockout/tagout commences. The survey should be kept on file.
2. The authorized employee will notify all affected employees which equipment will be locked out and the reason for lockout.
3. The authorized employee will collect the necessary quantity of hasps, locks, and tags, to completely isolate and lockout the piece of equipment to be serviced, adjusted, or repaired.
4. If the machine to be locked out is operating, it will be shutdown by the established standard operating procedures for that department.
5. After confirming the equipment has been shut down, disconnect all electrical energy by manually tripping all associated breakers to the "off" position. Relieve all stored energy in pipelines by opening all drain lines (air, water, hydraulic, steam, etc..) Any equipment capable of motion due to gravity will be blocked or chained into place. All valves on drain lines will be locked in the open position and tagged "DANGER HOLD," except when the valve is not capable of lockout, and then the tag alone will be used.
6. Place a lock, hasp, and hold tag on all disconnected circuit breakers. Attach a "Danger Hold" tag to all valves and other energy isolating devices that are not capable of lockout. All hold tags will be signed and dated by the authorized employee implementing the lockout/tagout procedure.

7. NOTE: IF MORE THAN ONE AUTHORIZED EMPLOYEE IS WORKING ON A PIECE OF EQUIPMENT OR MACHINE THAT REQUIRES THE LOCKOUT OR TAGOUT, EACH EMPLOYEE MUST ATTACH HIS/HER OWN LOCK OR TAG TO THE ENERGY ISOLATING DEVICE. AS EACH EMPLOYEE COMPLETES THE WORK, HE/SHE WILL REMOVE THE LOCKS OR TAGS.
8. After ensuring that no personnel are exposed, the authorized employee will operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: RETURN OPERATING CONTROLS TO "NEUTRAL" OR "OFF" POSITION AFTER TEST.
9. The equipment is now locked out and work may proceed.
10. In the event that the work carries over into another shift, all employees going off shift must wait until the oncoming employees place their lock or tag on the energy isolating device before they can remove their lock or tag. If there is no personnel change at the end of the shift, the existing lock or tag must remain in place until the work is complete.

GROUP LOCKOUT/TAGOUT PROCEDURES

Note: A work group size should be limited to 6 employees. A group with more than 6 employees must have 2 authorized group leaders and separate locks and tags affixed to the energy isolating devices.

1. A survey shall be made by the authorized employee in charge of the group to locate and identify all energy sources. The authorized employee in charge of the group shall identify which switch, valve, or other energy isolating devices apply to the equipment to be locked out. More than one energy source (electrical, mechanical, or others) may be involved; if so, refer to the specific lockout procedure for that piece of equipment. Questionable energy sources shall be resolved with management before lockout begins. This survey should be kept on file.
2. The authorized employee in charge of the group will notify all affected employees which equipment will be locked out and the reason for lockout.
3. The authorized employee in charge of the group will collect the necessary quantity of hasps, locks, and tags to completely isolate and lockout the piece of equipment to be serviced, adjusted, or repaired.
4. If the machine to be locked out is operating, it will be shutdown by the established standard operating procedures for that department.
5. After confirming that the equipment has been shutdown, disconnect all electrical energy by manually tripping all associated breakers to the "off" position. Relieve all stored energy in pipelines by opening all drain lines (air, water, hydraulic,

steam, etc..). Any equipment capable of motion due to gravity should be blocked or chained into place.

6. Place a lock, hasp, and hold tag on all disconnected circuit breakers. Attach a "Danger Hold" tag to all devices not capable of lockout. All tags should be signed and dated by the authorized employee implementing the lockout/tagout procedure. Note: If more than 1 group or an individual authorized employee is working on a piece of equipment or machine that required the lockout or tagout, each group or individual authorized employee must attach his/her own lock or tag to the energy isolating devices. As each group or individual authorized employee completes the work, they will remove the locks or tags.
7. After ensuring that no personnel are exposed, the authorized employee in charge of the group will operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to "neutral" or "off" position after test.
8. The equipment is now locked out and work may proceed.
9. In the event that the work carries over into another shift, all employees going off shift must wait until the oncoming employees place their lock or tag on the energy isolating device before they can remove their lock or tag. If there is no personnel change at the end of the shift, the existing lock or tag must remain in place until the work is complete.

Returning Equipment to service:

1. After servicing and maintenance is complete and the machine is ready to return to service, all lockout/tagout devices must be removed by the employee who placed the lockout/tagout on the machine. Any deviations from this policy except as specifically provided for will subject the offending employee to disciplinary action, up to and including discharge.
2. After servicing and/or maintenance is complete and the equipment is ready for normal production operations, the authorized employee will notify all affected employees that the lockout/tagout procedure is about to be discontinued.
3. Prior to removing all locks/tags, all authorized employees will make a check of the area to ensure that the area is clear and no one is exposed.
4. After all tools have been removed from the machine or equipment, guards have been reinstalled and all employees are in the clear, all employees shall remove their lockout/tagout devices. The energy isolating devices will be returned to operating position to restore energy to the machine or equipment.
5. If the authorized employee who applied the lockout device is not available to remove it, that device can only be removed by the authorized employee in

charge of the facility lockout program. In the event this situation occurs, the procedure listed below must be followed:

- a. The authorized employee in charge of the program must verify that the employee who applied the lockout is not at the plant by doing a physical search of the plant, checking the employee's time card, questioning other employees on duty, calling the employee at home, and questioning the employee's supervisor.
 - b. Any other employee's lockout/tagout may only be removed by the authorized employee.
 - c. All reasonable efforts must be made to contact the employee to notify him/her that the lockout device must be removed.
 - d. Upon the employee's return to work, he/she will again be notified that the lockout has been removed. This notification will be given prior to that employee actually beginning work. Any employee leaving a lockout/tagout on any equipment which must be operated in their absence will be subject to disciplinary action.
6. Notify the supervisor on duty that the equipment is now ready for start-up using standard operating procedures.
 7. Return all locks/hasps, and tags to their proper location upon completion of work.

Testing or positioning of equipment:

In situations in which lockout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment, or component, the authorized employee utilizing the lockout procedure will follow the standard implementation and return to service procedures listed above.

Training and Communication:

1. Training shall be provided annually to authorized employees to ensure that the purpose and function of the lockout procedures are understood by employees and that the knowledge and skills required for the safe application and removal of energy controls are available as needed. Training should include the following:
 - a. Recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
 - b. Affected employees shall be instructed in the purpose and use of the lockout procedure.
 - c. Employees whose work operations are or may be in an area where these procedures are utilized should be instructed about the procedure and

- the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out.
- d. Retraining shall be provided for everyone whenever there is a change in job assignments, change in machines, equipment, or processes that present a new hazard or change in the lockout procedures.
 - e. Additional training should also be conducted whenever a periodic inspection reveals deviations from or inadequacies in the employees' knowledge or use of the lockout procedures.
 - f. The retraining shall reestablish employee proficiency and introduce new or revised control methods or procedures.

Periodic Inspection

The authorized employee in charge of the program should complete at least annual inspections of each authorized employee. The inspection will ensure that the procedures and requirements of the policy are being met and any observed deviations or inadequacies are reviewed/corrected with the employee.

Responsibilities:

Authorized person in charge of the program:

1. Implements, maintains, and enforces the lockout program.
2. Has the authority and responsibility to ensure the affected and authorized employees follow lockout procedures.
3. Provides personalized locks and notification tags to the authorized employees. A record of what lockout equipment and issue date shall be maintained for each authorized employee.
4. Trains authorized employees on lockout procedures.
5. Maintains training and inspection certifications.
6. Verifies that an inspection on the lockout program has been completed for each authorized employee.
7. Develops and maintains energy source inventory records.

Authorized employees:

1. Shall complete training and be certified.
2. Shall instruct each affected employee in the purpose and use of the lockout policy.
3. Shall comply with every provision of this policy.

Affected employees:

Shall comply with the lockout policy.

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