

XYZ Company Lockout/Tagout Written Program

POLICY:

It is the policy of XYZ Company that any individual engaging in the maintenance, repairing, cleaning, servicing, or adjusting of machinery or equipment on XYZ Company premises will abide by the procedures outlined in this program. These procedures are designed to meet or exceed applicable OSHA standards for safe work practices.

Lockout is a first means of protection; warning tags only supplement the use of locks. Tags alone may be used only when the application of a lock is not practically feasible.

PURPOSE:

This procedure establishes the minimum requirements for the lockout or tagout of energy isolating devices. It shall be used to ensure that machines or equipment are isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energizing, start-up or release of stored energy could cause injury. Lockout is the preferred method, and will be used when possible, of isolating machines or equipment from energy sources.

SCOPE:

Covers all employees who perform servicing or maintenance and all employees who do not perform servicing or maintenance, but whose job requires them to work in an area in which servicing or maintenance is being performed.

RESPONSIBILITY:

Safety Director:

- a. Ensure that the lockout/tagout procedures are in compliance with OSHA requirements.
- b. Provide training to employees authorized to perform lockout/tagout procedures and to employees affected by lockout/tagout procedures.
- c. Provide for inspection of energy control procedures and practices at least annually to ensure that general and specific lockout/tagout procedures are being followed.

- d. Maintain a file of equipment, machinery, and operations that require the use of lockout/tagout procedures.

Department Managers:

- a. Ensure that each supervisor adheres to procedures.

Supervisors:

- a. Ensure that each employee engaging in work requiring locking/tagging out of energy sources understands and adheres to adopted procedures.
- b. Assure that employees have received training in energy control procedures prior to operating the machinery or equipment.
- c. Provide and maintain necessary equipment and resources, including accident prevention signs, tags, padlocks, seals and/or other similarly effective means.
- d. Notify the Safety Director of new or revised equipment, machinery, or operations that require the use of lockout/tagout devices during servicing, maintenance, or repair.

Employees:

- a. Adhere to specific procedures as outlined in this document for all tasks that require the use of lockout/tagout procedures as defined.
- b. Appropriate employees shall be instructed in the safety significance of the lockout (or tagout) procedure. Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of the lockout or tagout procedure.

DEFINITIONS

“Servicing or Maintenance” includes activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. Excluded from coverage are minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, if they are routine, repetitive and integral to the use of equipment for production, provided that the work is performed without the removal or bypassing of machine guards already required by OSHA. When machines or equipment are undergoing repairs or rebuild, lockout procedures must be used.

“Authorized” employees are workers who implement lockout or tagout system procedures on the machines or equipment to perform servicing or maintenance on the machines or equipment.

“Affected” employees are workers who do not perform the servicing or maintenance, but whose job requires them to work in an area in which servicing or maintenance is being performed (I.E. other repair personnel, operators, lead personnel, etc.)

“Energized” is being connected to an energy source or containing residual or stored energy.

“Hazardous motion” is motion of equipment under mechanical stress or gravity that may abruptly release and cause injury. Hazardous motion may result even after power sources are disconnected.

“Activation/Energization” is to set machinery into motion by starting, switching, pushing, moving, or otherwise engaging power sources for such equipment.

“Energy isolating device” is 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 slide gate; a slip blind; a line valve; a block or isolate energy. The term does not include a push button, selector switch, and other control circuit type devices.

“Source” is any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

“Energy Control Procedures” are the use of lockout/tagout equipment to ensure safe work practices.

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

“Lockout device” is that device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.

“Tagout” is 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 the equipment being controlled may not be operated until the tagout device is removed.

“Tagout device” is a prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

ENERGY CONTROL PROCEDURE

Specific procedures must be developed, documented and utilized for the control of potentially hazardous energy for a particular machine or equipment when employees are engaged in the activities covered by this program (see Appendix A).

Documented procedures are not required for a particular machine or equipment, when all of the following elements exist:

- a. The machine or equipment has no potential for stored or residual energy or reaccumulation of stored energy after shut down which could endanger employees.
- b. The machine or equipment has a single energy source which can be readily identified and isolated.
- c. The isolation and locking out of that energy source will completely deenergize and deactivate the machine or equipment.
- d. The machine or equipment is isolated from that energy source and locked out during servicing or maintenance.
- e. A single lockout device will achieve a locked-out condition.
- f. The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance.
- g. The servicing or maintenance does not create hazards for other employees.
- h. There have been no accidents involving the unexpected activation or reenergization of the machine or equipment during servicing or maintenance.

When discrete energy control procedures are required, the procedures must clearly and specifically outline the scope, purpose, authorization, rules and techniques to be utilized for the control of hazardous energy and the means to enforce compliance, including, but not limited to, the following:

- a. A specific statement of the intended use of the procedure.
- b. Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
- c. Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them.
- d. Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices and other energy control measure.

PROTECTIVE MATERIALS AND HARDWARE

XYZ Company shall provide locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners or other hardware for isolating, securing or blocking machine or equipment from energy sources as necessary.

Lockout devices and tagout devices must be singularly identified, they must be the only device(s) used for controlling energy, they must not be used for other purposes and they must meet the following requirements:

- a. They must be durable.
- b. Lockout and tagout devices must be capable of withstanding the environment to which they are exposed for the maximum expected period of exposure.
- c. Tagout devices must be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or render its message illegible.
- d. Lockout and tagout devices must be standardized according to either color, shape or size. Additionally, in the case of tagout devices, print and format must be standardized.
- e. Lockout devices must be substantial enough to prevent removal without the use of excessive force or unusual techniques (such as with bolt cutters or other metal cutting tools).
- f. Tagout devices, including their means of attachment, must be substantial enough to prevent inadvertent or accidental removal. Means of attachment must not be reusable, must be attachable by hand, and must be self-locking and non-releasable, with a minimum unlocking strength of no less than 50 pounds.

g. Locks and tags must indicate the identity of the employee who applies them. In addition, tags must warn against hazardous conditions if the machine or equipment is energized and must include a legend such as the following:

- Do Not Start
- Do Not Open
- Do Not Close
- Do Not Energize
- Do Not Operate

PREPARATION FOR LOCKOUT OR TAGOUT

Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.

Maintenance personnel will make a survey to locate all isolating devices to be certain which switch(s), valve(s) or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source may be involved.

The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.

NOTIFICATION OF EMPLOYEES

Authorized employee must notify affected employees of the application and removal of lockout devices or tagout devices. Notification must be given before the controls are applied and after they are removed from the machine or equipment.

GENERAL PROCEDURE FOR USE OF THE LOCKOUT/TAG OUT SYSTEM

1. If an energy-isolating device is not capable of being locked out, a tagout system shall be utilized. Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safety possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

2. If an energy-isolating device is capable of being locked out, lockout shall be utilized. Lockout devices, where used, shall be affixed in a manner that will hold the energy isolating devices in a “safe” or “off” position.
3. Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe. Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic system, air, gas, steam, water pressure, electrical capacitors, etc.): must be relieved, dissipated, or restrained by methods such as repositioning, blocking, bleeding down, etc.
4. If there is a possibility of reaccumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.
5. Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee shall verify that isolation and deenergization of the machine or equipment have been accomplished.

Lockout or Tagout Removal

Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee (to ensure the following:

1. The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.
2. The work area shall be checked to ensure that all employees have been safely positioned or removed.
3. After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device(s) have been removed.

The employee who applied the device shall remove each lockout or tagout device from each energy-isolating device.

When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of XYZ Company under the following conditions:

1. Verification that the authorized employee who applied the device is not at the facility.
2. Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed.
3. Ensuring that the authorized employee has this knowledge before he/she resumes work at the facility.

Temporary Removal of Lockout or Tagout Devices

In situations 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 the machine, equipment or component thereof, the following sequence of actions shall be followed:

1. Clear the machine or equipment of tools and materials
2. Remove employees from the machine or equipment area.
3. Remove the lockout or tagout devices as specified.
4. Energize and proceed with testing or positioning.
5. Deenergize all systems and reapply energy control measures as specified

Outside Personnel

Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this program, XYZ Company and the outside employer shall inform each other of their respective lockout or tagout procedures.

XYZ Company shall ensure that XYZ Company employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.

Procedure Involving More Than One Person

1. In the preceding steps, if more than one individual is required to lockout or tagout equipment, each

shall place his/her own lockout device or tagout device on the energy isolating device(s).

2. When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device may be used.
3. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it.
4. Each employee will then use his/her own lock to secure the box or cabinet.
5. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.
6. If work is not completed within one shift and the oncoming shift will continue to work, the padlock(s) will be removed in the presence of the oncoming shift and replace immediately by their own.

PERIODIC INSPECTION

The Safety Director must conduct a periodic inspection of this Energy Control Program at least annually to ensure that the procedures are adequate and are being followed. The periodic inspection must be conducted to correct any identified deviations or inadequacies, and performed by an authorized employee other than the one(s) utilizing the energy control procedures being inspected.

Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.

Where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure being inspected. When tagout systems are used, employees shall also be retrained in the limitations of tags.

XYZ Company must certify that the periodic inspections have been performed. The certification must identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection and the person performing the inspection (see Appendix A).

EMPLOYEE TRAINING

XYZ Company will provide training to all authorized and affected employees to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees. The training shall include the following:

- a. Each authorized employee must receive training in the 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. Each affected employee must be instructed in the purpose and use of the energy control procedure.
- c. All other employees must be instructed about the procedure, and about the prohibition on restarting or reenergizing machines or equipment which are locked out or tagged out, if their work operations are or may be in an area where energy control procedures may be utilized.
- d. All new employees must be trained.

When tagout systems are used, employees shall also be trained in the following limitations of tags:

- a. Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
- b. When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
- c. Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
- d. Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
- e. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
- f. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

Employee Retraining

Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

Additional retraining must also be conducted wherever a periodic inspection reveals or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures. The retraining must reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

XYZ Company shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

RECORD KEEPING

1. The Safety Director will maintain inspection records (see Appendix A).
2. Human Resources will maintain training records (see Appendix B).

President

Date

APPENDIX A
XYZ COMPANY
LOCKOUT/TAGOUT INSPECTION FORM

1. Inspection Date: _____

2. Inspector (Printed Name/Signature): _____

Employee(s) Inspected: _____

3. Machine/Equipment on which the energy control procedure was being utilized:

Does employee have access to adequate lockout/tagout devices? Y N

Has employee tested his/her lockout/tagout device(s)? Y N

Has employee received training in the last year? Y N

Have all procedures been followed? Y N

Were tagouts legible and clearly displayed? Y N

Comments/Observations:

APPENDIX B
XYZ COMPANY
LOCKOUT/TAGOUT TRAINING RECORD

NAME: _____

I have studied and understand the contents of this training on Lockout / Tagout procedures.

Employee Signature

Date

Facilitator Signature

Date

**All training was completed per the requirements of OSHA Standard 29 CFR
1010.147**

APPENDIX C

XYZ COMPANY

CONTRACTOR LOCKOUT/TAGOUT ACKNOWLEDGMENT

I, _____ the representative for _____
Employee Contracted Company

hereby acknowledge that XYZ Company has a comprehensive Lockout/Tagout policy and procedure that our employees must adhere to while working on your premises. If there is anything missing in our policy and procedure that XYZ Company requires, your policy and procedures will be adhered to by our employees.

- _____ I have received a copy of XYZ Company' Lockout/Tagout requirements.
- _____ Our employees (contractors) have been trained and are authorized.
- _____ A copy of the authorized personnel list was given to XYZ Company.
- _____ All our employees (contractors) have all of the appropriate lockout devices.

Contractors Signature Date

XYZ Company Date

