LOCKOUT / TAGOUT PROGRAM

I. GENERAL INFORMATION

In order to comply with the requirements of OSHA 1910.147, The Control of Hazardous Energy (Lockout/Tagout), the following written Lockout/Tagout Program has been established for _____

All employees must comply with the requirements of this program. The program will be available in the _____ for review.

All employees will receive training relative to their responsibilities under this program.

A ***lockout*** is a method of keeping equipment from accidently being set in motion and endangering employees. This procedure establishes minimum requirements for the lockout of energy isolating devices whenever maintenance, or servicing is done on machines or equipment.

A ***tagout*** is used when the energy isolating device will not accept a lock. Specific procedures for isolating energy sources on equipment will indicate what type of device(s) is/are to be used.

Cord-and plug connected equipment, where the only hazardous energy source is electricity, can be made safe by removing the plug from the outlet and keeping the plug at the work site. However, if for any reason the worker must leave the equipment in an unsafe condition, the plug must be locked, or a hazard warning tag must be attached to the plug.

The following are examples of procedures which require energy sources to be isolated and locked out:

- When work requires removing a guard or other safety device.
- When work requires you to place any part of your body in an area where you can get caught in moving parts of machinery.
- When work can expose you to energized electrical components.

Hazardous energy sources include the following:

- Electrical
- Pneumatic Pressure

- Hydraulic Pressure
- Steam
- Kinetic Energy- energy do to motion of an object
- Potential Energy- stored energy such as a spring under tension, or compression. Gravity also creates potential energy in elevated machine parts which can fall.

NOTE: Any maintenance activity involving exposure to uninsulated electrical components in equipment will require a "qualified" person to use a voltage testing device to check for voltage at appropriate locations, after the equipment has been locked out, and **before** any maintenance takes place. Examples of this would be changing an electric motor, or replacing a switch. If in doubt, see _____ for assisstance. [1910.333(b)(2)(iv)(B)]

II. LOCKOUT PROCEDURES

1. Cord-and-plug connected equipment with electricity as the only hazard will be handled as stated in Section 1 above. If additional hazards are present, a written procedure will be established.

2. Hard wired equipment with a local disconnect at the machine ,and having electricity as the only hazard; shut off the machine power switch, open the disconnect, and attach your lock and tag. At the completion of work, be sure the machine is back to a safe configuration, the local power switch is "off", then remove your lock and close the disconnect. Start the machine to ensure proper operation before allowing others to use it.

3. All equipment with remote disconnect, or multiple energy sources, will have a specific written procedure to follow for isolating and locking-out hazardous energy. These procedures are located at the end of this program (optionally at each machine).

4. Only locks provided under the Lockout/Tagout Program will be used for energy isolation.

5. If more than one employee will be working on the equipment, each must have their own unique lock on the energy isolating device(s). If a lockout requires several locks and several workers will be involved, a lock-box may be used. The crew supervisor will lock out the equipment and place all lock keys in a lock-box. The lock-box will have a multi-lock hasp to allow each crew member to attach his lock. This procedure will make it impossible to unlock the equipment until all crew members remove their locks from the lock-box.

III. TAGOUT PROCEDURES

1. If energy isolating devices can be locked out, they will be locked out. Tags will only be used when locks cannot be applied.

2. If tagout is used, any additional procedure which will make the job safer will be noted on the specific procedure, for example; removing a fuse, or circuit component. If work will involve exposure to potentially energized electrical components, at least one additional safety

measure that provides a level of safety equivalent to a lock **must** be used. Examples are the removal of an isolating circuit element, blocking of a control switch, or opening of an extra disconnecting device. [1910.333(b)(2)(iii)(D)]

3. Only tags provided as part of the Lockout/Tagout Program will be used for energy isolation.

4. If more than one employee will be working on the equipment, each must have their own tag on the energy isolating device(s).

IV. LOCKOUT/TAGOUT DEVICES

A. Locks and tags will be assigned to "authorized" employees. Each lock will have only one key available to the worker using it. Spare keys will be locked_____.

OR

B. Single-key locks and tags are available at the Lockout/Tagout Station located _____
Authorized employees using these locks must also attach a tag to the lock indicating their name and the date of lockout.

[We recommend the use of a lockout/tagout log which contains some, or all, of the following entries; date, equipment being locked out, reason for lockout, worker(s) involved, lock numbers, date lockout released, and a signature block to certify release.]

V. TRAINING

_____will be responsible for ensuring all employees are trained as required .All training must be documented. Records must show the employee's name, date of training, and be signed (certified) by th etraining.

A. Each **"authorized"** employee will receive training in the recognition of hazardous energy sources, the types and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

B. Each **"affected"** employee will be instructed in the purpose of this Lockout/Tagout Program and the use of energy control procedures.

C. All **"other"** employees whose work may put them in an area where machines could be locked out shall be told about this program and warned not to attempt to use any machinery which is locked out, or tagged with a hazard warning.

D. Retraining will be given whenever an employee's job responsibilities change, new equipment is brought in, or procedures change, and whenever an inspection indicates deviation from established procedures.

VI. OUTSIDE CONTRACTORS

Whenever outside contract personnel are to be involved in any activities covered by this program _____ will be responsible for ensuring the contractor's employees follow proper lockout/tagout procedures and have received training from their employer.

VII. PROGRAM EVALUATION

_____will be reponsible for reviewing and updating all aspects of this program annualy.

A. At least one lockout procedure must be evaluated each year by an "authorized" employee other than the employee(s) using the procedure. The person performing this inspection must sign (certify) the inspection form. It will include the inspector's name, the date, the machine the procedure was performed on, and the employee(s) involved