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Energy Control Procedures
Lockout/Tagout

HAZARDOUS ENERGY LOCKOUT/TAGOUT PROCEDURES

SCOPE

This procedure is for the lockout of energy isolating devices whenever maintenance or servicing is done on machine or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of store energy could cause injury.

DEFINITIONS

AUTHORIZED EMPLOYEE: These are the only persons authorized to lockout or tagout machines or equipment in order to perform servicing or maintenance on that machine or equipment.

AFFECTED EMPLOYEES: 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 such servicing or maintenance is being performed.

ALL OTHER EMPLOYEES: Anyone whose work operations are or may be in the area where energy control procedures may be utilized.

RESPONSIBILITIES

ALL EMPLOYEES: All employees are required to comply with the policies and procedures outlined in this section. Failure of any employee to adhere to the policies/procedures will lead to disciplinary action as determined appropriate by management, up to and including possible termination of employment.

AUTHORIZED EMPLOYEES: These employees will be trained in recognition of hazardous energy sources, the type and magnitude of the energy, and the methods and means necessary for energy isolation and control.

Authorized employees are responsible for their issued tags and locks and are not to utilize them for any purpose other than machine lockout/tagout.

Authorized employees are responsible for ensuring that affected employees and other employees, including guests and outside contractors are at a safe distance from machines or equipment that has been locked out or tagged out for servicing or maintenance. The authorized employee must notify employees prior to the machine shutdown and prior to the re-energization or startup of the machine.

AFFECTED EMPLOYEES: Affected employees who operate the specific machine or equipment that is being serviced or maintained must not attempt to restart or reenergize the machine or equipment, until the authorized employee has instructed the employee that it is okay to resume and has removed all locks and tags.

OTHER EMPLOYEES: All other employees whose work may be in an area where energy control procedures are utilized must not attempt to restart or reenergize any machine or equipment that has been locked out or tagged out. Failure to adhere to this policy will lead to disciplinary action, including possible termination.

DISCIPLINARY ACTION

Any employee not adhering to the safety policies/procedures outlined in this program are subject to disciplinary action by management, up to possible termination of employment.

IDENTIFYING LOTO EQUIPMENT/MACHINES

Safety Chair will identify those pieces of equipment and machines that fall within the scope of this energy control program through a variety of means including: consulting the manufacturer's guidelines,

LOCKS & TAGS

Locks and tags are to be used exclusively to control and prevent the unexpected startup of machines and equipment during service or maintenance work. They are not to be utilized for any other purpose, regardless of circumstance.

Locks and tags are issued to and should be used solely by authorized employees. No other employee, guest, outside contractor, or anyone other than the authorized employee is allowed to affix or remove a lock or tag.

Locks and tags are standardized in color, shape, and size throughout our Company. These devices will be purchased and issued to authorized employees by Safety Chair. All locks and tags will be identifiable to the specific authorized employee to whom they were issued.

GENERAL (NON-SPECIFIC) ENERGY CONTROL PROCEDURES

- All sources of hazardous energy must be identified prior to commencing work. This allows the authorized employee to properly lockout/tagout the equipment to prevent the accidental start-up or re-energization of the equipment/machinery.
- Both the Contractor and GHB representative must be present to conduct the lockout/tagout.
- Notify all affected employees that a lockout or tagout system is going to be utilized. The authorized employees shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.
- If the machine/equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).
- Operate switch, valve, or other energy-isolating device so that the equipment is isolated from its energy source. Stored energy such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc. must be dissipated or restrained by methods such as repositioning, block, bleeding down, etc.
- LOTO the energy isolating devices with assigned individual lock(s). Locks shall indicate identity of the employee applying LOTO. If tags are used, they should be affixed in a manner that will clearly indicate that the operation or movement of the energy-isolating device from the "safe" or "off" position is prohibited. Each worker shall place their own tag and lock and shall sign and date the tag and also include their badge number.

- A construction electrician shall lock and tag all electrical switches first, prior to placing the tag.
- If there is a possibility of re-accumulation of stored energy, verification shall be performed and continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists. **CAUTION: RETURN OPERATING CONTROLS TO NEUTRAL OR “OFF” POSITION AFTER EACH TEST.**
- Equipment is now locked out.

RESTORING EQUIPMENT TO NORMAL OPERATIONS – GENERAL PROCEDURES

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

- The work area shall be inspected to ensure that nonessential items have been removed and to ensure that the machine or equipment components are operationally intact.
- The work area shall be checked by the authorized employee to ensure that all employees have been safely positioned or removed from the area.
- After the lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified by the authorized employee(s) that the lockout or tagout device(s) have been removed.
- Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device. Each worker shall destroy their tag when they remove it and use a new one for the next lockout/tagout.
- The machine may not be energized or started up according to normal startup procedures.

PROCEDURE FOR ELECTRICAL PLUG-TYPE EQUIPMENT

- Unplug the electrical equipment from the wall socket or in-line socket.
- Attach a “Do Not Operate” Tag and Plug Box & Lock on the end of the power cord.
- Test the equipment to ensure the power source has been de-energized.
- Perform the required repair/maintenance.
- Replace any guards that were removed during the process.
- Remove lockout/tagout devices.
- Inspect the power cord and socket before plugging the equipment in.

AFFECTED EMPLOYEES: Each affected employee shall be instructed in the purpose and importance of the energy control procedure, as well as the significance of lockout and tagout devices. They will be informed about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

Affected employees shall also be trained in the limitations of tagout devices and instructed that their removal without authorization by the authorized employee is strictly prohibited.

OTHER EMPLOYEES: All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out. All other employees shall also be trained in the limitations of tagout devices and instructed that their removal without authorization by the authorized employee is strictly prohibited.

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 shall also be conducted whenever 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.

Safety Chair shall certify that employee training has been accomplished and is being kept current, including the employee's name and the date(s) training took place. The trainer will be required to be signed by the qualified trainer.