

Lockout/Tagout Program

Purpose:

The Lockout/Tagout Program has been developed to establish guidelines for the isolation of electrical, mechanical, hydraulic, or other energy prior to equipment repair, adjustment or installation. Employees who routinely perform installations, maintenance/service will receive specific training prior to using lockout/tagout procedures.

Definitions:

Authorized Employee:

An employee who has received training on the lockout/tagout program and is authorized to service and/or maintain equipment.

Only trained and Authorized Employees will install, repair, replace or adjust equipment and machinery.

Affected Employee: All other employees.

- Only authorized and trained employees may engage in tasks that require use of lockout-tagout procedures.
- Lockout procedures and evaluations will be developed for all equipment and processes.

Procedures:

- Only trained, authorized employees can perform lockout/tagout.
- All affected and other employees working in or entering work areas where lockout/tagout is performed will be trained.
- Determine all energy-isolating devices requiring lockout/tagout to ensure effective control of hazardous energy.
- Determine the type and magnitude of the energy and required controls.
- Notify all affected employees of the plans to lockout/tagout.
- Shutdown the equipment/process by normal procedures.

- Locate the necessary energy isolating device/s to equipment/process and operate them to isolate energy sources and affix lockout/tagout devices.
- Relieve all stored or residual energy and take appropriate measures to ensure it does not re-accumulate. Affix lockout/tagout device as necessary. All employees performing work must have individual locks and tags.
- Verify energy isolation and relief of stored energy after ensuring employees are not exposed and before beginning work.
- Perform the service/maintenance.
- To safely restore machines, equipment or process to normal production operations, replace all guards and safety devices, remove all personnel, and remove all tools and equipment.
- Notify affected employees.
- Remove lockout/tagout devices (by authorized employee installing lockout/tagout devices).

Training:

All authorized and affected employees will receive lockout/tagout training. The training will consist of:

- Review of Lockout/Tagout Procedures.
- Review of evaluations and/or specific procedures for installation of equipment and/or processes.
- Use of locks, tags and energy isolating devices.

Lockout/Tagout Survey/Evaluation:

A Lockout-Tagout Survey will be conducted to locate and identify all energy sources where employees are required to perform installations, equipment and/or machine maintenance.

Lockout/Tagout Program Annual Audit:

An annual audit will be conducted to evaluate the effectiveness of the Lockout/Tagout Program.