

<b>Lockout/Tagout</b>	S.O.P. 3B		Page 1 of 3
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STANDARD OPERATING PROCEDURE			

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### I. SCOPE AND PURPOSE

The policy of this company is to provide a safe and healthful work place of employment. When employees are exposed to possible injury from an unexpected release of energy or start up of equipment, the following minimum performance requirements shall be followed. Any additional requirements for site-specific compliance shall also be followed. However, in no case shall the following standards be lessened nor bypassed.

### II. RELATED PROCEDURES AND RESOURCES

- A. S.O.P. 3A – Electrical Safety
- B. Electrical Safety Field Training Module
- C. Lockout-Tagout Field Training Module
- D. 29CFR 1910.147 Control of Hazardous Energy Sources

### III. PERSONNEL RESPONSIBILITY

- A. Site Supervisor
  - 1. It shall be the responsibility of the site supervisor to ensure that all provisions of this policy and any additional site-specific requirements are strictly followed by all employees under his/her control.
  - 2. It shall be the responsibility of the site supervisor to ensure that all employees under his/her control have received the necessary training to comply with this Standard Operating Procedure.
- B. Employee
  - 1. It shall be the responsibility of the employee to follow the guidelines of this policy.
  - 2. It shall be the responsibility of the employee to clarify any area not fully understood by asking his/her supervisor.

#### **IV. GENERAL REQUIREMENTS**

- A. In all instances possible all equipment or tools shall be totally disconnected from its power source prior to making adjustments or repairs. The supervisor and/or employee are not limited to the examples listed below:
1. Electrical portable tools or equipment - unplugged.
  2. Compressed air tools or equipment - air flow cut off at nearest valve control, pressure drained from tool or equipment and hose disconnected.
- B. In the event that disconnection is not a viable option then the following procedure shall be followed:
1. The power source shall be turned off as close to the source as possible.
  2. The activating mechanism shall be rendered inoperative by placing a lock or other device acceptable to ensure the energy source cannot be reactivated accidentally.
  3. If the lockout/tagout is to be in place for more than a single shift, successive shifts or if there is more than one person affected by the lockout/tagout, then a tag shall be attached to the activating mechanism. The tag shall contain the following information as a minimum.
    - a. Name of person (or persons) applying lockout/tagout.
    - b. Equipment affected
    - c. Time and date applied and expected duration of lockout/tagout.
  4. If the lockout/tagout is in effect over more than one shift and other employees will be working on the tool or equipment (such as a shutdown with 2 full crews working) then the person or persons responsible shall transfer responsibility for the lockout/tagout to the next incoming supervisor (or responsible employee) by signature on the tag.
  5. Lockout/tagout devices may not be removed by anyone other than the person who applied the lockout/tagout devices or the responsible person assigned, as per above, unless all of the following criteria have been satisfied.
    - a. It is firmly established that the person that applied the device is not on the jobsite.
    - b. All reasonable attempts have been made to contact the person that applied the device.
    - c. All persons involved in the area affected by the lockout/tagout device are notified and are clear of the tool or equipment in question.
    - d. The Site Supervisor only may remove the lockout/tagout device after above criteria are satisfied.
    - e. The person that applied the device is notified before returning to work.
    - f. After applying the lockout/tagout device the tool or equipment shall be tested to ensure there is no other energy source. (For

- example, attempt to turn on tool or equipment at the control switch.)
7. Lockout/tagout devices shall conform to the requirements listed in 29CFR 1910.147 (d)(4)(i)(ii)(iii).
  8. Before lockout/tagout devices are removed the following procedures shall be adhered to:
    - a. All non-essential items shall be removed and the equipment inspected to ensure all components and safeguards are operationally in tact.
    - b. Area checked to ensure that all employees have been safely positioned or removed.
    - c. All affected employees notified that the lockout/tagout devices have been removed.
  9. Group lockout/tagout is acceptable only when:
    - a. Primary responsibility is vested in an authorized employee for a set number of affected employees.
    - b. The lockout/tagout device shall afford the same protection as individual lockout/tagout devices.
    - c. Each authorized employee shall attach a personal lockout/tagout device to the group lockout/tagout device or box when his/her personnel lockout/tagout has completed work on the machine or equipment.
  10. Employees who leave the jobsite prior to removing their lockout/tagout device, as required, shall be subject to disciplinary action up to and including termination.

## V. TRAINING

- A. All employees shall be trained in:
  1. The recognition purpose and function of the lockout/tagout devices. This will include site-specific applications as needed.
  2. Safe application, usage, and removal
- B. All employees are to be notified that any attempt to bypass or unauthorized removal of a lockout/tagout device will result in disciplinary action up to and including termination of employment.
- C. All authorized employees shall be trained in:
  1. Recognition of applicable hazardous energy sources.
  2. Type and magnitude of the energy available in the work place.
  3. The means necessary for energy isolation and control.
- D. All employees shall be trained on this procedure as part of their “New Employee” orientation. Retraining of employees shall be performed yearly as part of the “Field Training” program.