



**STREETER**  
ASSOCIATES

**SHARP MINDS. SUPERIOR CONSTRUCTION.**



# **LOCK OUT - TAG OUT PROCEDURE**

TAB 4



**TAB 4 ~ LOCK OUT TAG OUT PROCEEDURE**

**TABLE OF CONTENTS**

1.0	RESPONSIBILITIES	Page 1
2.0	PROCEDURE	Page 1
3.0	GROUP LOCK AND TAGOUTS	Page 2
4.0	TRANSFER OF LOCKOUT OR TAGOUT	Page 3
5.0	SUPERVISORY LOCK REMOVAL	Page 3
6.0	EQUIPMENT	Page 4
7.0	TRAINING	Page 4
8.0	HAZARDOUS ANALYSIS CHECKLIST	Page 5
9.0	ENERGY DISCRPTION AND CONTROL	Page 6



## RESPONSIBILITIES

Streeter's safety director will be responsible for implementation of the program.

The jobsite supervisor will function as the Lockout/Tagout Coordinator. He/she will be responsible for ensuring that the mechanics follow the lockout /tagout procedures.

## PROCEDURE

The following is the sequence of the lockout/tagout procedure to be followed. Only when the energy sources are not lockable can a tag alone be used.

### 1. Shut down

- a) Notify all affected employees that a lockout or tagout sequence is in commencing, the reasons for the lockout and the expected time of completion. The authorized employee must be familiar with the types, magnitudes and origins of the energy sources involved. He/she must also have an understanding of the way the device or system operates and the hazards thereof.
- b) If the machine, equipment or system is operating, shut it down with the normal stopping procedure (stop button, speed control, valve, etc.). Allow machine or device to spool down, come to complete rest or cool off, if applicable.
- c) Locate and operate the appropriate energy isolating devices so that the equipment is disconnected from its energy source(s). Dissipate or restrain stored energy by blocking, bleeding down, chocking, etc.
- d) Apply lockout and or tagout device to the applicable energy isolating devices. Apply only assigned locks and/or tags. No employee shall work on a machine or system while it is not locked out, each authorized employee involved is required to be protected by a lock or tag. Tags and locks shall indicate the authorized employee who applied it, the date it was applied and the duration of the job (if applicable).
- e) After applying locks and/or tags, conduct an area inspection to ensure that no employees are exposed to the hazardous energy. When the authorized employee has conducted the inspection and is satisfied that it is safe to do so, attempt to operate the machine. The authorized employee should also attempt to defeat the lockout or tagout. The



machine or system shall remain in a zero mechanical state until each authorized employee removes his/her lock.

- f) With the above conditions satisfied, the equipment/system may now be considered locked or tagged out of service and the authorized employees who have implemented the lockout may conduct the servicing, repair or maintenance required.

## 2. Restart

- a) After the servicing, maintenance or repair is complete and the machine or system is ready to be put back in service, the area around and in the machine or system must be inspected for debris, tools, parts or employees. This shall be done while the machine or system is still locked and/or tagged out. This inspection is to be performed by the authorized employee who applied the lockout.
- b) With the area clear of all non-essentials, tools, employees, etc., inform the affected employees that the lockout or tagout is to be removed. Remove the lockout or tagout device(s) from the energy isolating device(s).
- c) While observing the machine or system, move the energy isolating device(s) into the operational position, reenergizing the machine or system.
- d) With the machine or system energized, inspect for proper, safe operation. If applicable, run through a cycle or otherwise operate the equipment or system to ensure that it has been repaired or serviced properly and that it is safe to return to service.

## GROUP LOCK AND TAGOUTS

When a device or system is to be locked or tagged out two or more people must follow group lockout procedures. The procedure is essentially the same as single person lockouts with a few deviations. Each authorized employee involved in the lockout must apply his or her own, personal lock to every energy source that is to be locked out. Employees cannot work on other employee's lockouts or tag-outs. The group lockout and tagout must be run in such a manner so as to ensure that no locked-out energy source can be reenergized without every authorized employee involved having to remove his/her lock.

During a group lockout or tagout, a person in charge of the entire lockout is to be identified. This 'lockout/ tagout coordinator will be an involved authorized employee and be responsible for the safe implementation of the group lockout. Duties include:





- a) Ensuring each involved authorized employee is protected by his or her own lock.
- b) Ensuring that all employees involved are aware of and are safe during, lock removal.
- c) Conducting a pre-energizing inspection or coordinating with observers to ensure that no one is in a hazardous position or area during re-energization.

#### TRANSFER OF LOCKOUT OR TAGOUT

When a lockout or tagout has to be transferred from one shift to another or one worker to another, a specific policy must be followed to ensure that a machine or device does not become energized in an unsafe condition. The authorized employee who initiated the lockout retains full responsibility for it until, he/she removes his/her lock and another authorized employee's lock is applied. No employee is to remove a lock or tag for someone, or allow their tag or lock to be removed by someone else.

#### SUPERVISORY LOCK REMOVAL

At times, supervisors may need to remove a subordinate's lock or tag. These times may include, but are not limited to shift changes, employee absenteeism, and employee dismissal. This should be avoided whenever it is possible to do so; however, when it is not, the following steps must be rigidly adhered to minimize the risk of injury due to unintended startup or release of energy:

- a) The work area must be completely and carefully inspected by the supervisor who intends to remove the lock or tag in order to determine that the employee is not present.
- b) A reasonable effort must be made to contact the employee. This includes paging him/her, calling the employees home, plant wide announcements, etc.
- c) The machine or system must be inspected to determine if it is safe to unlock briefly. Also the state of repair must be ascertained, this information can be found in the LO/TO log, the maintenance log or the work order.
- d) After the above requirements are met, the lock or tag can be removed and the supervisor's (or designee's) lock or tag applied. Supervisors must record this process on the appropriate form and keep it on record.
- e) The Corporate Safety Director must be notified **PRIOR** to removing another person's lock.



*NOTE: The above process should not be conducted unnecessarily. If at all possible, the machine or system should remain locked out until the authorized employee who locked it returns.*

### EQUIPMENT

Employees will have provided to them all the lockout/ tagout equipment required to safely conduct their work. Locks and tags issued to specific employees will be identifiable as that employee's and are to be used for lockout/ tagout purposes only. Employees shall not exchange or lend their locks or tags to anyone. Each lock will have one key, one issued to the employee with the lock.

### TRAINING

All authorized employees will receive effective initial training and yearly update training thereafter. This training will cover all aspects of lockout and tagout will be certified and records kept on attendance.

Affected and other personnel will receive a lesser degree of training and yearly updates thereafter. This training will cover the limited aspects of lockout and tagout that these employees need, it too will be certified and records kept on attendance.



**Control of Hazardous Energy (Lockout Tagout) 29 CFR 1910.147  
HAZARD ANALYSIS CHECKLIST**

Page 1 of 2

**SECTION I**

**Equipment Description** \_\_\_\_\_ **Date** \_\_\_\_\_

**Client:** \_\_\_\_\_

**Manufacturer's Name:** \_\_\_\_\_

**Model Name:** \_\_\_\_\_ **Model #:** \_\_\_\_\_

**Serial #:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Description of Operation:** \_\_\_\_\_

**SECTION II (CIRCLE YES OR NO)**

a) Is equipment cord & plug connected? Yes No

b) If yes, when disconnected are all energy sources dissipated? Yes No

If answer is no to questions a & b complete Section IV.

**SECTION III**

a) Is equipment "hard wired" to a single 110/220 volt disconnect switch? Yes No

b) If yes, when disconnect switch is opened, locked and tagged are all energy sources dissipated? Yes No

If answer is no to questions a & b complete Section IV

Sources (Located within equipment)	*Type/ Magnitude	Method of Dissipation (Explain Below)	Control Devices		
			Tag	Lock	Other
Electrical <span style="float:right">Yes No</span>					
Location					
Location					
Mechanical <span style="float:right">Yes No</span>					
Location					
Location					
Hydraulic <span style="float:right">Yes No</span>					
Location					
Location					
Pneumatics <span style="float:right">Yes No</span>					
Location					
Location					
Chemicals <span style="float:right">Yes No</span>					
Location					
Location					



SECTION IV

ENERGY DESCRIPTION & CONTROL

Sources (Located within equipment)	*Type/ Magnitude	Method of Dissipation (Explain Below)	Control Devices		
			Tag	Lock	Other
<b>Thermal</b> <i>Yes No</i> Indicate: <i>a) Extreme Heat</i> <i>b) Extreme Cold</i>					
Location					
Location					
<b>Gasses</b> <i>Yes No</i>					
Location					
Location					
<b>Radiation</b> <i>Yes No</i> Indicate: <i>a) Heat Rays</i> <i>b) Light Rays</i> <i>c) Other _____</i>					
Location					
Location					
<b>Potential</b> <i>Yes No</i> Indicate: <i>a) Suspended Loads</i> <i>b) Compressed Springs</i> <i>c) Accumulators</i>					
Location					
Location					
<b>Kinetic</b> <i>Yes No</i> Indicate: <i>a) _____</i> <i>b) _____</i>					
Location					
Location					
<b>Others</b> <i>Yes No</i> Indicate: <i>a) _____</i> <i>b) _____</i>					
Location					
Location					

*\*e.g., voltage, PSI, Temperature, Chemical Name*

Accompanied By: (print) \_\_\_\_\_

Conducted By: \_\_\_\_\_

**PRINT NAME**

**SIGNATURE**