

Sample Lockout/Tagout Policy

Purpose

The purpose of this program is to protect employees from injuries due to the potential release of hazardous energy while servicing and maintaining equipment and comply with OSHA 29 CFR 1910.147 — Control of Hazardous Energy

Scope

This program establishes requirements for hazardous energy control. It is to be used to ensure that machines and equipment as described in Attachment B are isolated from all potentially hazardous energy sources:

- Whenever servicing or maintenance activities are in progress or when equipment guards or other safety devices are removed.
- An employee is required to place any part of their body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

Responsibilities

Program Manager

The Program Coordinator is designated by the employer and is responsible to oversee the implementation of this program.

Specific responsibilities include:

- Providing Hazardous Energy Control training to employees and Supervisors.
- Maintaining a current listing of employees who have completed lockout training (Attachment A)
- Maintaining a current listing of all equipment/ machines which fall under the Hazardous Energy Control program (Attachment B). Listing is to be updated each time a change occurs.
- Implementing and enforcing this program.
- Maintaining an adequate supply of padlocks and DANGER tags for use each time a lockout process is performed, conducting an annual inspection & review as required by section VII of this program.

Supervisors

Supervisors are responsible for the effective implementation of this program and to see that all required procedures are followed in every instance and will initiate all lockouts.

Employees

Employees are responsible for learning and following the procedures and practices developed under this program and follow the instructions of their supervisor. Employees will be designated as Authorized, Affected or Other and will receive training based on their designation.

Basic Lockout Procedures

All equipment must be locked out and tagged to protect against accidental or inadvertent operation. Locks are to be applied and removed only by the authorized employee who is performing the servicing or maintenance.

No one should attempt to operate locked out equipment.

Lockout devices (padlocks, hasps, etc) with an appropriate DANGER warning tag shall be used only for energy control. Prior to the servicing or maintenance of equipment a padlock and DANGER warning tag will be obtained from the designated Lockout Center. Each padlock must be keyed differently with no master key or duplicate keys available.

All electrically energized equipment should be verified as zero energy state through the use of testing equipment by a Qualified Person.

Training

Each authorized employee must receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in this workplace, and the methods and means necessary for proper energy isolation and control of the energy source.

Each affected employee working in the area of the equipment lockout must be instructed in the purpose and use of the energy control procedure and their roles and responsibilities during lockout operations.

All other employees who do not work in areas where lockout may be used must be provided a brief overview of the lockout program so they can identify when a lockout is used.

Training in lockout should be given to all new employees as a part of their orientation. Retraining should be conducted whenever there is a change in job assignment, a change in machinery or equipment or process change that presents a new hazard or energy source.

Names of authorized employees who have received appropriate lockout training are identified on the Hazardous Energy Control Training Record (Attachment A).

Lockout Instructions

Authorization

Identify the persons who are authorized to lock out the machine or equipment using this procedure:

Authorized _____

Lockout/tagout Procedures

The following procedures are adapted from OSHA 1910.147 — Control of Hazardous Energy

Step 1:

The authorized employee will identify the energy source(s) that the machine or equipment uses, understand the hazards of the energy source(s), and the method(s) to control the energy before using this procedure.

Step 2:

All affected employees must be notified that the machine or equipment is to be shut down and locked out for service or maintenance. Notification will be made to all employees who may enter or be working in the area where the equipment lockout is to be initiated.

Step 3:

The machinery or equipment must be shut down using the normal stopping procedure as identified by the instructions used for the equipment.

Step 4:

The machinery or equipment must be completely isolated from its energy source(s).

Step 5:

Each employee who will be performing work on the machine or equipment must use an individual lock on the energy isolating device.

Step 6:

If any residual or stored energy is present it must be released or controlled.

Step 7:

Verify all energy sources are isolated pressing attempting to start the machine that is locked out. Ensure all start controls are returned to their off or neutral position.

Step 8:

For electrically energized equipment, a qualified person must use electrical testing equipment on the load side of the equipment being locked out to verify there is no electrical energy present.

Release from Lockout/Tagout

Return the machinery or equipment to its normal operating condition

Step 1:

Check the machine or equipment and the immediate area around it to make sure all nonessential items (tools/materials) have been removed and that the machine or equipment is ready to energize. Ensure all guards have been replaced including interlocks, if so equipped.

Step 2:

Make sure all employees are safely positioned away from the machine or equipment

Step 3:

Verify that the controls are in neutral or off position.

Step 4:

Remove the lockout devices and reenergize the machine or equipment.

Step 5:

Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Periodic review

At least annually, the Program Coordinator or auditor must verify the effectiveness of the energy control procedures. The review must include a demonstration of the procedures and may be carried out through random audits and observations.

The Program Coordinator or Auditor must review the Hazardous Energy Control Procedure with all authorized employees, and actually observe the employees using the Hazardous Energy Control Procedure. The review must be certified and documented by the auditor. A sample Hazardous Energy Control Lockout Program Inspection form is attached. (Attachment C).

The review is to ensure that the energy control procedures are being properly used and authorized employees can ask questions related to the procedures. Any deficiencies must be corrected immediately, either by modification of the procedure, retraining of employees, or a combination of both.

Outside Contractors

Outside personnel or contractors involved in lockout of equipment or machinery that affect facility employees must inform facility management of their energy control procedures and be informed of the energy control procedures used by the facility.

Additional Information

This document is designed as a sample of the requirements as found in 29 CFR 1910.147 — The control of hazardous energy (lockout/tagout). Additional information and requirements can be found at <http://www.osha.gov/SLTC/controlhazardousenergy/program.html>

Attachment A—Sample Training Record

The following company employees have received Hazardous Energy Control (Lockout) training.

EMPLOYEE NAME	DEPARTMENT	TYPE OF TRAINING*	DATE OF TRAINING

This record is to be returned and retained in the Administrative Office

**Type of training—Authorized Employee, Affected Employee or Other Employee*

Attachment B—Sample Equipment Listing

The following machines and equipment fall under the requirements of 29 CFR 1910.147, the Control of Hazardous Energy (Lockout/Tagout). For this reason appropriate lockout procedures must be performed each time servicing or maintenance is performed.

EQUIPMENT/MACHINE (ID OR NAME)	LOCATION	DATE LISTED

Attachment C—Sample Periodic Audit

Date: _____

Equipment Identification: _____

Inspection performed by: _____

Authorized Employees: _____

Proper Procedures followed? Y / N

Deficiencies: _____

Deficiency follow-up: _____

Date Completed: _____

Comments: _____

Reviewed by: _____ Date: _____

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