

STANDARD OPERATING GUIDELINE - 4.6.7

TOPIC - SAFETY: LOCKOUT/TAGOUT PROCEDURES

PURPOSE:

This procedure is intended to prevent fatal or serious injuries through establishment of minimum requirements for lockout/tagout of energy isolating devices whenever maintenance, servicing, rescue or fire suppression is performed in or around equipment, machinery, or other environments that pose a potential hazard. This procedure will be used to ensure that equipment or machinery is isolated from all power sources and locked/tagged out before personnel perform service, maintenance, rescue or fire suppression activities where unexpected energizing, start-up or release of stored energy could cause injury.

GENERAL:

Protocol: All equipment or machinery shall be locked out or tagged to protect against accidental or inadvertent operation when such operation could cause injury to personnel.

All personnel shall receive instruction regarding the safety significance of the lockout/tagout procedure.

Personnel shall not operate any switch, valve, or other energy isolating device when it is locked or tagged out.

Responsibility: On an emergency scene it is the responsibility of the Incident Commander or, when one is appointed, the Safety Officer to ensure that the lockout/tagout protocol is adhered to. During routine maintenance or other non-emergency conditions, those who have supervisory authority have the responsibility to ensure that this protocol is adhered to.

Preparation for Lockout: Personnel who are directed to perform lockout/tagout shall be certain that all switch(s), valve(s), or other energy isolating devices that apply to the equipment or machinery are identified, turned to the "off" or "safe" position, and locked out.

- Check for more than one power system for each piece of machinery or equipment, such as combinations of electrical, air and hydraulic actuated systems.
- Check for more than one switch/valve for each system.
- Check for the potential for stored energy release, such as systems that hold material or machinery in an up or open position. This will likely require consultation with someone who is familiar with the operation of the equipment, machinery or process (Consider cribbing requirements).

- Check to make sure that material input and discharge devices such as conveyors and hoppers are locked out.
- Utilize on scene resources such as equipment or machine operators, or company representatives for proper lockout. It is essential that the lockout procedure is verified with input from those who are familiar with the machine, equipment or manufacturing process. Without this information the lockout may not be verifiable and must be reviewed and updated as soon as complete information becomes available.

Applying Lockout/Tagout Devices:

- a. LOCKOUT devices are capable of securing, through the use of a lock, energy isolating devices in a "safe" or "off" position.
Lockout devices shall be used to secure energy isolating devices unless the equipment or machinery is not capable of being locked out.
- b. TAGOUT devices will be used only when equipment or machinery is not capable of being locked out. Tags must clearly state "Danger, Do Not Start". If the tag cannot be affixed to the energy isolating device, it must be located in such an obvious manner to clearly indicate to anyone attempting to operate the equipment or machinery that they must not continue.
- c. SAFETY OVERSITE: If the machinery or equipment cannot be effectively locked/tagged out or the emergency condition warrants it, then personnel may be assigned to deny access to appropriate switches, valves, or other energy isolating devices once they have been turned to the "off" or "safe" position.
- d. LOCKOUT/TAGOUT KIT:
 - 1 pair - Safety Glasses
 - 2 - Padlocks with Key and Tag
 - 2 - Lockout Hasps
 - 2 - Circuit Breaker Lock Outs
 - 1 - Cable Lock with Key and Tag
 - 4 - "Do Not Start" Tags
 - 1 - GFI Tester
 - 1 - Circuit Tester
 - 1 - Permanent Marker
 - 12 - Zip Ties

e. APPLICATION:

1. Identify appropriate energy isolation device(s).
2. Wear proper personal protective equipment, including eye protection, prior to turning isolation device to the "off" or "safe" position.
3. Select and apply the most effective Lockout device.
(If the energy isolation device has already been locked out either attach one of our locks to the Lockout device or tag the device to acknowledge that we are aware of the Lockout.)
4. Place your name tag on the lock tag that is provided, or print your name on the "Do Not Start" tag.
5. Keep the key or formally transfer the key and the responsibility for the lock out to the Incident Commander, or Safety Officer

Release from Lockout or Tagout

Prior to releasing any lockout or tagout device the following must be complied with:

- a. Make sure that all equipment or machinery is properly reassembled, or completely disabled from accidental activation.
- b. Inspect area to ensure that all tools and rescue equipment have been removed,
- c. Make sure that all persons are safely positioned outside danger zones.
- d. Notify all appropriate persons that lockout devices will be removed.
Note: If the equipment or machine was damaged by rescue efforts, or by the incident itself, then it must be inspected by a qualified authority prior to the removal of the lockout device. This will require working with the property owner to transfer the responsibility for maintaining the lockout condition. This must be accomplished formally and documented.
- e. Lockout devices can only be removed by the person who installed the lockout device or the person to whom that authority was formally transferred to, and only after it is proven that it is safe to do so.
- f. In the event that the property owner will continue to maintain the lockout, and has their own lockout device in place, then our lockout device may be removed. This must be accomplished formally and documented as an addendum to our report.