

Procedure Name: LOCKOUT/TAG-OUT PROCEDURE	
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PROCEDURE

The following guidelines shall be used for the control of hazardous energy on both OSHA and MSHA regulated sites.

PURPOSE:

To clarify the expectations of the Corporation regarding Lockout/Tagout procedures for OSHA and MSHA regulated sites.

GENERAL:

There are many instances that require control of hazardous energy at our facilities. The term hazardous energy is defined as the unexpected start-up of machines or equipment or the unexpected release of stored energy. The use of adequate and consistent lockout/tagout procedures when performing maintenance and repairs on both stationary and mobile equipment is essential to ensure the safety of our associates.

SPECIFIC:

Equipment shall be deenergized and isolated from the energy source before mechanical work is performed on such equipment. Energy isolating devices shall be locked out with suitable individualized locking devices or locking devices and tags. The individuals who are to perform the work shall sign the tags if applicable. This procedure does not supercede any other OSHA or MSHA requirements.

Steps for Lockout/Tagout

1. It is the responsibility of the manager or supervisor of each site to ensure that all energy sources for each piece of equipment are identified and labeled so that each energy source can be isolated.
2. Anyone who may be expected to perform service or otherwise have a need to isolate an energy source should be assigned a personalized lock. The personalized lock will be clearly marked with associates name and it will be the responsibility of each associate to keep track of their lock. Failure of an associate to keep track of their lock should be addressed similar to a violation of the PPE policy (100-711).
3. Everyone who would normally use the equipment being serviced must be informed of the Lockout/Tagout procedure and told not to attempt to start or energize the equipment.
4. Turn off all operating controls or move them to the neutral position. De-energize the equipment.

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5. Place a personalized lock on the energy-isolating device. During routine repair and maintenance each individual performing work on that piece of equipment shall place his/her personalized lock on the energy-isolating device.
6. Release or block any stored energy or movable parts. This may include bleeding down a hydraulic line.
7. Check to see that no one is exposed, then attempt to operate the equipment using the normal operating controls if appropriate. Return the operating controls to neutral or "off" after this test.
8. The machinery or equipment is now ready for service or maintenance.

Steps to Return Equipment to Service

1. Check the machinery to be certain no tools have been left behind.
2. Check all safety guards to be certain they have been replaced properly.
3. Notify all affected associates that equipment is about to go back into production.
4. Remove the locks and tags (if applicable) from the energy isolating device(s) and restore energy to the equipment. In the event that an associate has left a lock on an energy isolating device but has left the site or is otherwise unavailable to remove the lock, the Plant/Site Manager or Foreman may remove the lock after ensuring that it is safe to do so.

Shift Changes

When multiple shifts work on the same equipment, it is the responsibility of the current shift's supervisor to ensure that the arriving shift has put individualized locks and/or tags on the energy sources before removing the earlier shift's locks and tags (if applicable).

Major Construction or Repair Projects

During major construction, repair projects, or where numerous pieces of equipment are involved, the Plant/Site Manager, Foreman, or an Authorized Person may lockout an entire segment of the plant where work is being performed, or several pieces of equipment with his/her lock and signed tag. In the event an entire segment of a plant or several pieces of equipment are locked out with one lock, each individual performing work on that equipment shall sign the tag prior to performing work on the equipment. An authorized person, who shall be responsible for ensuring the Steps to Return Equipment to Service procedure has been followed, is the only individual who may remove this lock.

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Outside Personnel

When outside personnel, such as contractors, are on site and engaged in activities that require compliance with the Lockout/Tagout standard, it is the responsibility of the Supervisor in charge of the area or equipment involved to ensure that the contractor complies with this Lockout/Tagout procedure or equivalent.

When inter-company personnel such as Support Services personnel, Central Services personnel, or Construction personnel are on site it, shall be the responsibility of the supervisor in charge of the work group to ensure that the Lockout/ Tagout procedure is followed. (If a construction crew were on site, it would be the responsibility of the construction foreman in charge to ensure that his/her people follow the procedure.) If no supervisor is with support personnel then it becomes the responsibility of the supervisor who is in charge of the equipment involved, to ensure the procedure is followed.

ACTION:

Each associate is responsible for following this policy. Managers are responsible for ensuring compliance with this policy. Failure to follow this policy will lead to performance management consequences up to and including termination.