# Lockout/Tagout Policy: The Control of Hazardous Energy for [COMPANY NAME]

## Objectives

To establish a means of positive control to prevent the accidental starting or activating of machinery or systems while they are being repaired, cleaned and/or serviced. This policy will ensure machinery or equipment is stopped, isolated from all hazardous energy sources, and properly locked and/or tagged\* out.

\*OSHA requires that if tagging without use of locks is to be utilized, then additional safety measures must be taken to demonstrate that the tagout program will achieve a level of safety equivalent to using locks. The additional safety measures are described as: removal of an isolating circuit element, blocking of a controlling switch, removal of a valve handle, etc.

## Responsibility

* + [NAME(S)] is/are responsible to insure compliance with the procedures in their department. This person will conduct a periodic inspection of the energy control procedure at least annually.
	+ Authorized employees are responsible to follow established lockout/tagout energy control procedures.
	+ Affected employees (all other employees in the facility) are responsible for insuring they do not attempt to restart or re-energize machines or equipment that are locked out or tagged out.

## Energy Control Procedures

Employees must do the following before they begin service or maintenance work:

* Inform all affected employees of equipment shutdown

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| **Authorized Employees** | **Affected employees** | **Method of Notifying Affected Employees** | **Machine / Equipment** |
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* Shut down equipment

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| **Machine / Equipment** | **Machine / Equipment Controls** | **Location of Controls** |
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|  |  |  |

* Isolate or block hazardous energy

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| --- | --- | --- |
| **Machine / Equipment** | **Type of Energy Isolating Device** | **Location / Identify of Energy Isolating Device** |
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* Remove any potential (stored) energy
* Lockout or tagout the energy sources
* Verify the equipment is isolated from hazardous energy and de-energized

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| --- | --- |
| **Machine / Equipment** | **Method of Verifying Isolation of Equipment** |
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## Release from Lockout/Tagout

The following will be used to remove lockout/tagout devices & reenergize equipment:

* Remove tools and replace machine or equipment components
* Inform coworkers about energy-control device removal
* Ensure all workers are clear of the work area
* Verify machine or equipment power controls are off or in a neutral position
* Remove the lockout or tagout device of person that placed the device initially
* Re-energize equipment

### *Procedure Involving More than One Person (Group Lockout/Tagout)*

* When more than one person performs servicing and/or maintenance, each authorized employee shall place his own lock or tag on the energy-isolating source.

### *Procedure for the Removal of an Authorized Employee's Lockout/Tagout by the Company*

Each location must develop written procedures under the above heading that complies with OSHA standards that can be utilized at that location. Procedures should include:

* Verification by employer that the authorized employee who applied the device is not in the facility.
* Make reasonable efforts to advise the employee that his device has been removed. (This can be done when he returns to the facility).
* Ensure that the authorized employee has this knowledge before he resumes work at the facility.

### *Procedures for Shift or Personnel Changes*

* Each facility must develop their own written procedures based on their need and capabilities. However, your procedure must specify how you will ensure the continuity of lockout or *tagout* protection during that time.

## Training and Communication

* Each authorized employee who will be utilizing the lockout/tagout procedure will be trained in the recognition of applicable hazardous energy sources and the methods and means necessary for energy isolation and control.
	+ Each affected employee and all other non-authorized employees shall be instructed in the purpose and use of the lockout/tagout procedure and the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.
	+ Training will be certified using Certification of Authorized Personnel (LOTO Forms) or Certification of Affected Personnel (see LOTO Forms).  The certification will be retained in the employee's personnel file.

## Procedures for Periodic Inspection

* + A periodic inspection (at least annually) will be conducted of each authorized employee under the lockout/tagout procedure.
	+ The inspection will include a review between the inspector and each authorized employee, of that employee's responsibilities under the energy control (lockout/tagout) procedure.
	+ The***(Responsible person)***shall certify in writing that the inspection has been performed.  The written certification shall be retained in the individual's personnel file.

## LOTO Forms

### *List of Authorized Personnel for Lockout/Tagout Procedures for [COMPANY NAME]*

|  |  |
| --- | --- |
| Name | Job Title |
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|   |   |