

# Lockout/Tagout Procedures

## I PURPOSE

To provide a minimum standard by which qualified persons must isolate all potential energy sources, both electrical and mechanical, before work can be performed. This applies to all employees, contractors or other persons doing work at a Company location.

## 2 POLICY REQUIREMENTS

**Identify** the specific equipment or component to be isolated.

**Locate** the isolation device and compare the equipment identification number to assure that the two match.

**Inform** everyone in the immediate work area of your intentions and make sure they are removed to a safe location.

**De-energize/Deactivate** all potentially hazardous energy sources and/or block against unexpected movement or release of stored energy. Place a secure lock on the disconnecting device and attach a tag with your name, the date and the nature of the work you are performing. If multiple persons are going to be performing work on the same system, each must apply their personal lock and tag to the isolation device before they can do their work.

**Test** the piece of equipment or component to verify that it has been properly isolated and/or immobilized. Do an assessment to make sure that all possible hazards have been accounted for and mitigated.

**Perform** the work safely. Follow site specific Safe Work Procedures where available.

**Notify** all affected persons when the work has been completed and let them know that you intend to re-energize the equipment or component.

**Remove** your lock and tag when;

- the work has been completed and the equipment has been inspected to assure that it is safe test or be returned to duty.
- all tools and testing devices have been removed and properly stored.
- all persons have been cleared from the immediate area and machine guards, where applicable have been replaced. The only exception to this part is when the equipment must be energized for troubleshooting or adjustment purposes. This work must be done following very strict procedures which must be well communicated before the work is started.

\*Each location shall also adopt lockout procedures that address situations where work extends beyond the end of a shift, as well as specifics to address how and when a lock can be removed by someone other than the person who placed the lock.