

OPERATING PROCEDURE FOR LOCKOUT/TAG OUT

In order to provide all Company employees the safest and hazard free workplace possible, and to comply with State and Federal Regulations this procedure for compliance with OSHA/VOSHA – 29 CFR 1910.417, the control of hazardous energy (lockout/tagout), is established.

PURPOSE

This procedure establishes the minimum requirements for the lockout/tagout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before any employees perform any servicing or maintenance where the unexpected start-up of the machine or equipment or release of stored energy could cause injury.

COMPLIANCE WITH THIS PROGRAM

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout/tagout. Only authorized employees are allowed to perform lockout/tagout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform maintenance or servicing shall not attempt to start, energize, or use that machine or equipment.

ANY VIOLATION OF LOCKOUT/TAGOUT MAY BE CONSIDERED CAUSE FOR SEVERE REPRIMAND, INCLUDING POTENTIAL DISMISSAL!

SEQUENCE OF LOCKOUT/TAGOUT

- 1.) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
- 2.) The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
- 3.) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.)
- 4.) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source (s).
- 5.) Lockout/Tagout the energy isolating devices with assigned individual locks and tags.

SEQUENCE OF LOCKOUT/TAGOUT (CONT.)

6.) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

7.) Ensure that the equipment is disconnected from the energy source (s) by the first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating controls (s) or by testing to make certain the equipment will not operate.

CAUTION: Return the operating control (s) to neutral or "off" position after verifying the isolation of the equipment.

8.) The machine or equipment is now locked out! Service or maintenance can now be safely completed.

RESTORING EQUIPMENT TO SERVICE

When the servicing or maintenance of the equipment has been completed and the machine or equipment is ready to be returned into normal operating condition, the following steps shall be taken.

1.) Check the machine or equipment and the immediate area around the machine to insure that nonessential items have been removed and that the machine or equipment components are operationally intact.

2.) Check the work area to ensure that all employees have been safely positioned or removed from the area.

3.) Verify that the controls are in neutral.

4.) Remove the lockout/tagout devices and reenergize the machine or equipment.

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

NOTE: THIS PROCEDURE WILL BE REVIEWED ON AN ANNUAL BASIS.