



## Lockout/Tagout Procedure

### I. Purpose and Scope

- A. This document provides guidance for the use of lockout/tagout controls when performing work involving hazardous energy sources (electricity, hydraulic, gas, steam, water, etc.) to the equipment being serviced.
- B. This document covers all workers involved in the servicing or maintenance of machines or equipment when the unexpected energizing or start-up of the machine/equipment—or the release of stored energy—could cause injury to personnel. Exceptions to the procedures in this document are:
  - 1. Work on cord-connected and plug-connected equipment which is disconnected from the power source during servicing or maintenance activities.
  - 2. Exposure to electrical hazards during minor servicing activities (such as amp checks) which are only possible on energized equipment provided that personnel are properly trained and effectively protected by other means.

### II. Safety

- A. Each employee is responsible to know, understand and practice SAFETY rules as they apply to their own jobs so they will not endanger themselves or fellow workers by committing an unsafe act. They also must caution others when they observe an unsafe practice or condition.
- B. It is the employee's responsibility to promptly report to their supervisor any condition, tool, equipment, or property, which has caused or may cause personal injury on the job site.
- C. It is the responsibility of every supervisor to see that all work done by them or under their direction complies with all applicable SAFETY rules, policies and company procedures.
- D. Any direct or willful violation of established SAFETY rules, policies, and company procedures will result in disciplinary actions, which may include dismissal.
- E. Any deviation from these SAFETY rules requires approval from supervision and/or the Safety Officer.
- F. Supervisors will not allow deviation from SAFETY rules without consulting with the Safety Officer.

### III. General Guidance

- A. When a lock or tag is attached to an energy isolation device, it is to be removed only by the person who attached it.
- B. A lock or tag is NEVER to be ignored, bypassed, or otherwise defeated.
- C. Tags must be legible and understandable by all personnel whose work is, or may be, in the area.

- D. Tags may invoke a false sense of security, and their meaning needs to be understood as an integral part of the safety training program.
- E. It should be understood that tags are essentially warnings affixed to energy isolation devices, and do not provide the physical restraint on those devices that is provided by a lock.
- F. This procedure specifies minimum requirements only and in no way supersedes or conflicts with the customer's established lockout/tagout program.
- G. Valves/switches may not be repositioned until all tags have been removed and the customer's representative has concurred.
- H. Each person working under an isolation condition, whether mechanical or electrical, should hang a tag for his specific task.
- I. Multiple lock adapters should be used when more than one person will be working on a system at a time.

#### IV. Specific Issues

##### A. Locks

1. All locks used will be standard padlocks. Combination locks are not permitted.
2. The set of locks used must be keyed differently and designated for lockout purposes only.
3. Lockout locks must be able to withstand the environment in which they are being placed.
4. Lockout locks must be of substantial construction so that they cannot be easily removed without the key or bolt cutters.

##### B. Tags

1. All tags used in the lockout/tagout program must meet the following requirements:
2. The tag and the means of attachment must be capable of withstanding the environment in which they are being placed.
3. The tag's means of attachment must be self-locking and non-reusable.
4. The standard tags used in a lockout/tagout program will be in the "Danger" format, as shown in Attachment 1.
5. Tags must include date, time, personnel and a legend, such as "Do Not Open", "Do Not Operate", "Do Not Close", "Do Not Start", or "Do Not Energize".

##### C. Process

1. Identify the need for Lockout/Tagout.
2. Coordinate with the customer or organization to determine if there is a program already in place.
  - a. If the customer has a Lockout/Tagout program, use the existing program.
  - b. If there is no program in place, then proceed with the following steps.
3. Identify the isolation requirements associated with the job, both mechanical and electrical protection.

4. Complete a copy of Attachment 2, Lockout/Tagout Log with the following information.
  - Equipment locked and tagged out.
  - Who locked/tagged the equipment.
  - Date and time equipment locked/tagged.
5. With the customer's approval and help as required, position the equipment, and lock equipment in position.
6. Upon completion of job, with the customer's approval, and concurrence from all personnel working under the isolated condition, clear the tag and remove the lock.
7. Contact the customer representative to reposition the equipment to normal.
8. Complete Attachment 2, Lockout/Tagout Log with the following information.
  - Who unlocked/un-tagged the equipment?
  - Date and time equipment unlocked/un-tagged.

# Attachment 1

**DANGER**

DO NOT REMOVE THIS TAG

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SEE OTHER SIDE

**DANGER**

**DO NOT  
OPERATE  
THIS  
SWITCH/  
VALVE**

Signed by: \_\_\_\_\_

Date/Time: \_\_\_\_\_

## Attachment 2

Locked/Tagged Out Equipment	Locked By	Date/Time Locked	Unlocked By	Date/Time Unlocked