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**LOCKOUT/TAGOUT
SAFETY PROGRAM**

***Insert the creation or revision date here***

**TABLE OF CONTENTS**

1. Purpose
2. Definitions
3. Responsibilities
4. Supervision
5. Authorized Employees
6. Affected Employees
7. Training
8. Basic Guidelines
9. Lockout Procedure
10. Restoration Procedure
11. Group Tasks and Shift Changes
12. Plug and Cord Equipment
13. Outside Contractors
14. Program Inspection and Review
15. Acknowledgement

**Purpose**

The purpose of this program is to set fourth guidance and effective procedures for the control of hazardous energy during maintenance/service activities.

This program supports compliance with the Occupational Safety and Health Administration Lockout/Tagout Standard as found in 29 CFR 1910.147. This program applies to all employees who are authorized to perform maintenance/service activities on equipment or processes which present energy hazards as well as employees who are affected by such hazards.

Effective hazardous energy control procedures will protect employees during servicing/maintenance activities where the unexpected energization, start up or release of stored energy could occur and cause injury. This is also the case while working on or near exposed de-energized electrical conductors and parts of electrical equipment.

***\*\*The established procedure requires that all machinery, equipment and electrical components are properly isolated from all forms of hazardous or potentially hazardous energy during service/maintenance activities and properly protected against re-energization.***

**Definitions**

**Authorized Employee**- An employee who performs maintenance/service tasks on equipment/ machinery or facilities.

**Affected Employee**- An employee whose job requires him/her to use, operate or be in the area of a machine or equipment on which service or maintenance is being performed.

**Program Administrator**- The person responsible for implementing and coordinating the LOTO program.

**Energized-** Connected to an energy source or containing residual or stored energy.

**Energy Isolating Device**- A mechanical device that physically prevents the transmission or release of energy, including but not limited to: circuit breakers, disconnect switches, valves, blocks and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

**Energy source**- Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy such gravity which creates potential energy.

**Lockout**-The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**Lockout device** - A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds and plug lockout boxes.

**Normal production operations** - The utilization of a machine or equipment to perform its intended production function.

**Servicing and/or maintenance** - Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

**Setting up** - Any work performed to prepare a machine or equipment to perform its normal production operation.

**Tagout** - The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

**Tagout device** - A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

**Zero Energy State**: All energy has been controlled in machinery or equipment.

**\*STOP CALL WAIT Procedure**

The procedure all unauthorized persons should follow in the event of a machine or equipment malfunction, at which time they stop work, notify supervision, and wait for an authorized person to respond. Unauthorized persons should never attempt to perform maintenance/service tasks. **Responsibilities**

The **LOTO Program Administrator** will be responsible for the coordination and implementation of the LOTO program. The LOTO program administrator may perform these duties or delegate responsibilities at their discretion. Such duties will include but not be limited to:

* Ensure LOTO training is conducted for all Authorized and Affected employees in accordance with OSHA standard 1910.147.
* Ensuring all LOTO training is properly documented.
* Ensure training records are being maintained.
* Maintain a current listing of employees who have completed LOTO training.
* Develop and maintain a list of all equipment/machines that fall under the LOTO program and update as needed.
* Perform periodic audits of the LOTO program to ensure its effectiveness.
* Perform annual revisions of the LOTO program to ensure compliance with all State and Federal guidelines.
* Procure and maintain the needed LOTO equipment and energy isolating devices.
* Ensure LOTO equipment and supplies are available to employees who need them.
* Assign Locks and Tags to Authorized Employees
* Coordinate with all Contractors to ensure safe work practices are being followed and provide training when needed.
* Coordinate with various departments to ensure all authorized and affected employees are adhering to the set fourth requirements.

**Supervision**

* Ensure that all affected and authorized employees under his/her charge are adhering to the set fourth requirements.
* Ensure that no unauthorized persons attempt to perform maintenance/service tasks on equipment, machinery, vehicles or fixed electrical components.
* Ensure that authorized and affected employees receive the required training.
* Train all unauthorized employees on machine related hazards and the **STOP CALL WAIT** procedure.

**Authorized Employees**

* Become familiar with and strictly adhere to the LOTO Program and all set fourth requirements.
* Use good Judgment and avoid taking shortcuts while performing maintenance/service tasks.
* Strictly follow any guidelines including shut down and start up procedures.
* Communication with affected employees.
* Keeping up with and maintaining any issued equipment such as their individual lock, key and tag.

**Affected Employees**

* Notify Supervision immediately when a malfunction of machinery, equipment or facilities occur.
* Never attempt to repair or make adjustments to machinery, equipment or facility components.
* Strictly adhere to the Stop Call Wait procedure.

**Training**

All authorized and affected employees will receive training in accordance with OSHA standard 1910.147.

* All new hires will receive LOTO training as part of their initial orientation. Refresher LOTO training will be conducted annually for Authorized and Affected employees.
* Refresher training will also be conducted if conditions or guidelines change.
* All training will be documented and maintained on file.

**Basic Guidelines**

* In the event of an equipment/machine/facility malfunction affected employees must immediately follow the STOP CALL WAIT procedure.
* All machines/equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Lockout will also apply when working on or near exposed deenergized electrical circuits/parts.
* No employee shall attempt to operate any switch, valve, or other energy isolating device which is locked out.
* Each Authorized person will be issued a Lock, Key and Tag with contact info.
* All locks, tags, chains, wedges, or other hardware must meet the requirements defined in 1910.147.
* Lockout devices shall be the only devices used for controlling energy.
* Locks shall be singularly identified and shall not be used for other purposes.
* The lockout devices shall indicate the identity of the employee applying the devices.
* Each lockout device shall only be removed by the employee who applied the device except at the discretion of the LOTO Program Administrator.

**Lockout Procedure**

Prior to beginning work on any maintenance/service task the following steps must be followed:

1. **Shutdown Preparation**
* Prior to shutdown the authorized employees must identify all potential energy sources and isolating devices.
1. **Shutdown**
* All affected employees shall be notified that a maintenance/service task is being conducted and asked to clear the area.
* If the machine or equipment is operating, shut it down by normal stopping procedure (depress stop button, open toggle switch, etc.).
1. **Energy Isolation**
* Locate and operate the switch, valve, breaker or other energy isolating devices so that the equipment is isolated from its energy sources.
1. **Lockout Device Application**
* Authorized employees shall place their individual locks or other needed hardware on the isolating device so to the render the device inoperable.
1. **Residual/Stored Energy**
* All stored or residual energy in rams, flywheels, springs, pneumatic, or hydraulic systems, etc., shall be released, restrained or dissipated. If there is a possibility of re-accumulation of stored energy, verification of isolation must be continued until servicing or maintenance is completed.
1. **Verify Isolation**
* Prior to starting work on machines, equipment or facility components that have been locked and after ensuring that no personnel are exposed, the authorized employee shall cycle the normal operating controls to ensure an effective isolation and that no residual energy remains.
* Return operating controls to the “Neutral” or “Off” position after the test.

***\*\*\*The LOCKOUT is complete, and the maintenance/service task can begin.***

**Restoration Procedure**

Upon completion of the maintenance/service task the Authorized Employee(s) must complete the following steps in order to bring the machine/equipment/facility component back to operating status:

1. Check the work area to ensure all employees are clear and not exposed to potential hazards.
2. Closely inspect the machine/equipment/facility component to ensure that all tools and other items have removed.
3. Ensure all nuts, bolts and other fasteners are properly torqued.
4. Ensure all safeguarding devices such as fixed machine guards, presence sensing devices and interlocks have been re-installed and properly functioning (if so equipped).
5. Verify all operating controls are in the off or neutral position.
6. Remove all lockout devices and restore energy to the machine/equipment/facility component.
7. Notify all affected employees that energy has been restored.
8. Once the Authorized employee deems the maintenance/service task complete and work area safe work can be resumed.

**Group Tasks and Shift Changes**

* In the event more than one authorized person participates in a maintenance/service task each person must affix their individual LOTO hardware so to account for each party involved. Hasps or lockout boxes will be used when the isolating device or lockout device can’t support the number of locks involved.
* In the event a maintenance/service task spans into the following shift, the authorized employee(s) will remove their individual LOTO hardware which will be immediately replaced with the LOTO hardware of the on-coming authorized person(s).

**Plug and Cord Equipment**

When servicing plug and cord connected equipment, the authorized person must either have exclusive control of the plug-in device or adhere to the following procedure:

1. Unplug the equipment from its energy source
2. Place a lockout box on the plug and affix individual lockout hardware for the duration of the task.

**Outside Contractors**

* All outside contractors who perform maintenance/service tasks where energy hazards exist will either meet or exceed the requirements set fourth in the LOTO Policy.
* Prior to work beginning outside contractors must submit their energy control procedures and up to date training records to be reviewed by the Program Administrator.
* All contractors will also review and be familiar with our LOTO Program.
* Contractors who fail to meet company standards will be trained on the company LOTO program or not permitted to perform the task.
* All affected employees will be notified of the outside contractor and made familiar with their procedures.
* In order to protect our employee’s contractor work areas may be isolated and have restricted access if seen fit by the Program Administrator.
* Contractors who fail to adhere to energy control guidelines or the OSHA Hazardous Energy Standard will be asked to terminate operations until their work meets compliance.

**Program Inspection and Review**

To ensure the LOTO program is effective and being adhered to, periodic inspections and revisions will be performed by the Program Administrator.

* These inspections will be done at least annually and carried out through random audits an observation.
* Program review activities may be done in conjunction with affected and authorized employees.
* An annual review of the Energy Control Procedures will be conducted to ensure compliance with OSHA guidelines.
* Annual inspections and revisions will be documented and maintained on file. A revision date will be listed on the LOTO program.
* If discrepancies or employee non-compliance is noted, actions will be taken up to and including disciplinary action.

**Acknowledgement**

The (Insert company name here) LOTO Program has been developed to help ensure the well-being of all employees. All employees are expected to know and follow all rules, guidelines and procedures set forth in the policy.

Any employee who violates or disregards any portion of the company LOTO policy may be subject to disciplinary action. Such action may include a verbal warning, written warning, suspension with or without pay, and/or termination of employment.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that on this \_\_\_\_\_day of \_\_\_\_\_ 20\_\_\_, I have read, fully understand and agree to comply with all requirements set forth by the (Insert company name here) LOTO policy. I understand that my failure to comply with this policy may result in disciplinary action, including termination of employment.

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Name Witness

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Signature Date

**Kentucky Employers' Mutual Insurance Loss Education Department**

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