Name: Lockout/Tagout Policy (Energy Control) Procedures

Policy Applies to: **All Corporate Operations and Parts & Services Associates**

Prepared by	**Effective Date**
Risk Management/Safety	February, 2020

PURPOSE

This document is designed to provide guidance for managing energy sources, unexpected start-ups or the release of stored energy. Simply turning off the power does NOT make the equipment safe!

The Lockout/Tagout (LOTO) procedures identified in this plan align with the Policy and provide guidance for managing control and ensure that machines or equipment are isolated and locked before the performance of any servicing or maintenance.

LOTO PROCEDURES

The Authorized Employee investigates and gains an understanding of all types of hazardous energy that is to be controlled for specific machine/equipment. It is important to identify all the hazards and means for controlling energy.

Machinery or equipment is to be locked and isolated and any other employees that may potentially be affected (even if they won't play a role in the service or maintenance) but may be in the proximate area or have a need to utilize the specific piece of machinery/equipment be informed of the LOTO status.

LOCKOUT

If an energy-isolating device is capable of being locked out, the following procedures will apply prior to any maintenance or servicing:

- Isolate the machine/equipment from any source of energy
  - Shut off the machine/equipment
  - Pull the plug from the energy source
  - This may include turning off the power at the breaker or shutting a valve
- Once the machine/equipment has been isolated from any source of energy, then lock and tag the device as "safe", which cannot be moved or altered to an "unsafe" position
- Each employee working on equipment places his/her own lock and tag on the mechanism and maintains key in a visible position on their person
- Release any energy that may be "stored" within the machine/equipment
- Double check that all sources of energy and/or "stored/residual" energy has been isolated or released
- Each employee is responsible for removing his/her lock upon completion of their assigned function

TAGOUT

Tagout refers to applying a tag, as previously defined, on any device that cannot be locked. This tag should include the name of the person who performed the maintenance. The authorized employee attached the tag to the device.

LOTO REMOVAL

Before removing LOTO devices and restoring energy to the machine or equipment, the following procedures will be taken by the Authorized Employee.

- Machinery or equipment: Inspect the work area to ensure that nonessential items have been removed and the machine or equipment components are functional. Verify that any machine safeguards and devices that were removed have been properly reinstalled. If safety distance was used as a primary control and it was changed or compromised during the Lockout process, it is to be recalculated and fixed at the property position.

- Employees: The work area will be checked to ensure that all employees have been safety position or removed. After LOTO devices are removed and before the machine or equipment is started, affected employees will be notified that the LOTO device(s) have been removed.

EMPLOYEE TRAINING

Each employee authorized to work on equipment for set-up, maintenance, installation or other reason, shall receive training on the policy and the LOTO Procedures. All employees will receive initial and supplementary training as needed to fully understand their responsibilities under this procedure.

PERIODIC INSPECTIONS

To ensure the energy control procedures remain viable and effective and to assure the procedures are being followed, an annual inspection of the program and procedures will be performed. The inspection will be carried out by the locations' Market Manager, Territory Manager, Production Manager or other authorized employee who does not actually utilize the energy control procedure. An Itemized Lockout Machine Checklist is included as a guide for evaluation purposes.

The periodic inspection will be conducted in a manner to document and identify the following:

Name/Department	Adequacy of Devices	Title/Duty	Name of Machine/ID	Type of Lockout Device	Date Evaluated

OVERSIGHT AND MONITORING

Requirements and performance under the LOTO Policy are closely monitored by the Human Resources Department, Business Unit Leaders and the Risk Manager. Additionally, policy compliance audits will be performed by the Internal Audit Department.

QUESTIONS/ COMMENTS

Any questions or comments surrounding this policy should be forwarded to the Director of Risk Management.

Itemized Lockout Machine Checklist

This checklist does not guarantee compliance with OSHA's *The Control of Hazardous Energy (Lockout/Tagout),* 1910.147. It provides guidance in program implementation.

Location: _____ Name of Surveyor: _____

		YES	NO	Target Date for Completion
1. Equipment, Machinery and Personnel				
a.	Has a list of equipment and machines for the LOTO procedure been developed?			
b.	Does the list identify appropriate cord and plug connected equipment that is to be included in lockout program (e.g., appliances or equipment with cords > 25" not in immediate control of the user)?			
c.	Does the list identify energy sources for the equipment?			
d.	Has a determination been made that equipment is capable of being locked out?			
e.	Does major equipment modification provide devices that allow the equipment to be locked out?			
f.	Have injuries have occurred involving the unexpected activation or re-energization of machine or equipment during service or maintenance?			
g.	List equipment or machine and injury description. _____ _____ _____ _____	N/A	N/A	N/A
h.	Has a Hazardous Energy Control Procedure been completed for each piece of equipment?			
i.	Has a list been developed of personnel who work with and around this equipment or machinery? (Affected Employees)			
j.	Has a list been developed of personnel authorized to apply LOTO procedures? (Authorized Employee)			
2. Energy Control Program				
a.	Do you have a written Energy Control Program?			
b.	Does the program state methods of compliance including the following:			
	Statement of intended use of the procedures?			
	Steps for shutting down, isolating, blocking and securing hazardous energy			
Energy Control Program (continued)…		YES	NO	Target Date for Completion
	Steps for placing, removing, and transferring LOTO devices?			
	Requirements for testing to verify effectiveness of LOTO devices?			
c.	Does the program outline employee training requirements and are training records documented for each:			
	Authorized employees?			

	Affected employees?			
	Other employees?			
	Re-trained employees?			
d.	Has a training schedule been developed for:			
	Supervisors?			
	Authorized employees?			
	Affected employees?			
	Other employees?			
e.	Is training documentation maintained for initial training, new hires, and transferred employees?			
f.	Does the program include procedures for conducting periodic inspections at least annually?			
	What was the date of the last inspection?	N/A	N/A	N/A
	List changes made as a result of the last inspection.	N/A		
g.	Is a Tagout Procedure documented for use on equipment that is not capable of being locked out, and does it contain the following:			
	Detailed energy control procedures?			
	Documented training programs?			
	Periodic retraining?			
	A documented disciplinary action policy for employees who violate procedures?			
h.	Does the program outline the application of group LOTO procedures?			
3. Locks/Tags				
a.	Are LOTO devices singularly identified, used only for energy control and not used for other purposes?			
	Are they durable and able to withstand operational demands?			
	Has the facility standardized (color, shape, size) locks and tags?			
	Are they substantial enough to prevent removal?			
	Do locks identify the employee who uses the device?			
	Do locks/tags warn against the hazard?			
	Is the language appropriate and clear?			
c.	Are spare keys ONLY used by authorized person in accordance with company LOTO procedure, and kept in a secure location at all times?			

Locks/Tags (continued)…		YES	NO	Target Date for Completion
4. Application of Program Controls				
a.	Is the implementation of the energy control procedures limited to authorized employees? How? _____			
b.	Are affected employees notified of the application and removal of LOTO devices?			
	Did you interview employees to verify how they are notified?			
c.	Are authorized employees required to verify the isolation of hazardous energy?			
5. Outside Service Personnel				
a.	Is information exchanged about LOTO procedures? How? _____			
b.	Does the written Energy Control Program contain a statement relating to outside service personnel?			
c.	Are contractors or outside service persons required to sign a company LOTO agreement or a contract that stipulates the parameters and expectations?			