

10.21.22

LOCKOUT AND TAGOUT

WE CONTROL ALL HAZARDOUS ENERGY.

The project team will establish Lockout/Tagout procedures to ensure that employee-owners are not exposed to the hazards from moving machinery or equipment and the hazards posed by an energized source (pneumatic, steam, hydraulic, chemical). Refer to Appendix 11 for the Lockout/Tagout Checklist. Safety locks and tags will be applied to all circuits, switches, valves, isolating devices, and any other energy sources to ensure equipment, machinery, or processes that have been considered functioning, charged, or could otherwise be operable have been rendered non-operational or de-energized.

**NO PERSON WILL REMOVE
ANOTHER EMPLOYEE-OWNER'S SAFETY LOCK**
or attempt to energize any piece of equipment, machinery, or process that has been locked out and tagged.

DE-ENERGIZING EQUIPMENT AND PROCESSES

A company representative will coordinate with the operating facility representative when any energized equipment or process must be de-energized. All circuits and sources of energy that require locking and tagging to make the equipment inoperable will be identified. The operating facility representative will notify personnel that may be affected by the de-energizing. The front-line supervisor for each individual overseeing the work will sign out sufficient safety locks to lockout the piece of equipment, or process.

The operating facility representative and front-line supervisors will make certain the operating controls to the equipment, machinery, or process are in the “off” or “neutral” position. Once verified that the controls are in the “off” or “neutral” position, the operating facility will place a safety lock and tag on the energy isolating device first. Next, the front-line supervisor will apply their safety lock and tag to each isolating device that provides power or other energy to the machinery, equipment, or process. The tag will contain the name of the front-line supervisor, company name, date, and phone number. Once the front-line supervisor has placed their safety lock and tag on the energy-isolating device, all affected employee-owners will then apply a safety lock and tag to the energy-isolating device. Alternatively, the front-line supervisor may place the key to the equipment safety locks in a safety lock box, place the individual safety lock and tag on the safety lock box, and then have each affected employee-owner place their safety lock and tag on the lock box.

Prior to any work being performed on the piece of equipment, machinery, or process, the operating facility representative and front-line supervisor will verify that it is inoperable. The operating facility representative will attempt to operate the piece of equipment, machinery, or process. After verifying it is inoperable, the switch will be returned to the “off” or “neutral” position. Stored or residual energy will be dissipated by whatever means are necessary. Capacitors will be discharged and high capacitance elements short-circuited and grounded by a qualified electrician.

RE-ENERGIZING EQUIPMENT AND PROCESSES

When the required work is completed and the machinery, equipment, or process can be returned to service, the front-line supervisor will contact the operating facility representative to notify them of completed work operations. The front-line supervisor will make a visual inspection of the equipment, machinery, or process to ensure all employee-owners have completed their work and equipment, tools, and other materials are removed from the area.

After confirming all employee-owners, materials, tools, and other pieces of equipment are out of the area, the operating controls are still in the “off” or “neutral” position, and each employee-owner has removed their safety lock and tag, the front-line supervisor will remove their safety lock and tag from each of the isolating devices. If an employee-owner fails to remove his or her safety lock at the completion of the job or assigned duties, their immediate supervisor will notify the Safety Manager. Every attempt should be made to contact the employee-owner and require them to return to the project to remove their lock. If the employee-owner is unwilling or cannot return to the project, it must be verified that they are not physically at the project before the safety lock can be removed. All safety lock removal incidents will be investigated following the incident investigation procedure, and disciplinary action will occur.