

Energy Control Program Lock-out Procedure

The purpose of this procedure is to provide information and guidance concerning lock-out requirements and to prevent employee exposure to hazardous energy sources as they install, maintain or service equipment, machinery, systems, circuits or other sources of actual or potentially hazardous energy.

Because of the potentially grave consequences, if these procedures are disregarded or violated, personnel will be provided with comprehensive training, concerning the requirements of this procedure, and will, without exception, comply with the provisions of this policy.

- * Lock-out device(s) will be utilized:
 - * When an employee is required to remove or bypass a guard or other safety device.
 - * When an employee's bodily part may be exposed to an apparatus entanglement hazard.
 - * When an employee is or may be exposed to an electrical, mechanical, hydraulic, pneumatic, chemical, thermal or another, including gravity, hazardous energy source.
- * A lock-out device will be installed by qualified personnel, who are properly trained and authorized to install, service, operate or maintain machinery, equipment, systems, circuits or other source(s) of potentially hazardous energy.
- * The company will provide each employee with a branded personal lock-out device and appropriate warning or informational tag(s).
- * Under the direction of their immediate supervisor, personnel will install their personal lock-out device and appropriate warning or informational tag(s).
- * When indicated, supervisory personnel will install protective apparatus lock-out device(s) and suitable warning or informational tag(s).
- * A qualified person will inspect the apparatus, armed with the necessary knowledge concerning the type and magnitude of the energy to be controlled, the hazards associated with potential exposure to that energy and appropriate methods to safely and effectively control that energy.
- * Affected personnel will be advised concerning the impending apparatus shutdown.
- * In order to avoid additional or increased personnel hazard exposure, an orderly shutdown will be conducted.
- * Apparatus must be isolated from the energy source or sources, including those that are commonly referred to as "back feed".
- * A lock-out device will be utilized to retain the energy isolation device in an "off" or "safe" position.
- * An informational tag will be attached, along with the lock-out device, at each lock-out location. The tag will identify the person who placed the device, the date the lock/tag was installed and a suitable warning concerning the prohibition against unauthorized lock-out device removal or apparatus operation.

- * Subsequent lock-out device placement, all stored and/or residual hazardous energy will be relieved, disconnected, restrained, blocked or controlled and rendered safe with another approved process.
- * A qualified person will verify that the apparatus isolation and/or deactivation process has been successfully accomplished.
 - * If hazardous energy could subsequently accumulate, system(s) will be constantly monitored and procedures will be implemented to effectively prevent re-accumulation.
- * Prior to the performance of energy isolation device installation or removal activities, affected personnel will be advised.
- * Prior to energy restoration, a qualified person will inspect the previously secured apparatus in order to verify that it is operationally intact and in a safe condition and that personnel are in a safe location and that they have been advised concerning the impending reactivation.
- * When work activities, on the secured apparatus, have been completed or at the end of each relevant work shift, personal lock-out device(s) will be exclusively removed by the person who was responsible for the initial placement.
- * If temporary apparatus reactivation is required during the performance of testing or positioning activities, the following safety precautions will be instituted:
 - * Tools, equipment and material will be removed from the apparatus.
 - * Personnel will be positioned in a safe location.
 - * Lock-out devices will be removed.
 - * The apparatus will be temporarily energized.
 - * Subsequent the completion of testing and/or positioning activities, the apparatus will be deactivated and securement devices will be reinstalled.