

Number: FLC 2007-0028
Subject: Control of Hazardous Energy (LOTO)
Issuer: ██████████
Author: Julie Gallagher
Date: December 17, 2007
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CORPORATE PROCEDURE

PURPOSE:

The purpose of this procedure is to provide guidance and instruction for all employees about the Lock Out Tag Out program. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected start-up of the machine/equipment or release of stored energy could cause injury.

APPLICATION:

This program will apply to all employees, contractors, vendors, and visitors to Xxxxxxx. All equipment, machines, and hand tools that are supplied with or store hazardous energy will be covered. Failure to comply with this program will result in disciplinary action up to and including termination. The tag out of trucks is covered by a separate procedure.

ADMINISTRATION:

The LOTO procedures will be administered by the Xxxxxxx Production Manager.

REGULATION:

The Xxxxxxx LOTO Procedure is administered in accordance with OSHA Standard 29 CFR 1910.147.

PROCEDURE:

Definitions

Affected Employees – An employee whose job requires him/her to operate or use a machine or equipment on which service or maintenance work is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such actions are being performed.

Authorized Employees – A person who locks out or tags out machines or equipment in order that service or maintenance may be performed on that machine or equipment.

Energized – A tool or piece of machinery that is 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 the following:

- A manually operated electrical circuit breaker
- A disconnect switch
- A manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently
- A line valve
- A block, and any similar device used to block or isolate energy
- This does not include: Push buttons, selector switches and other control circuit type devices

Energy Sources – Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

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

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Service 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 startup of the equipment or release of hazardous energy.

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

Roles and Responsibilities

1. All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this program. All employees, upon observing a machine or piece of equipment locked out to perform servicing or maintenance, shall not attempt to start, energize, or use that machine/equipment.
2. Locks with identifiers will be provided to all employees who are authorized to do LOTO. Only the person assigned a lock will have a key to that lock. If an employee is issued multiple locks, they shall be keyed alike.

TITLE	RESPONSIBILITIES
All Employees	<ul style="list-style-type: none"> • The general population will fall under the heading of “affected employees.” They will be responsible for and trained in the purpose, use, and recognition of the energy control procedures. • Affected employees shall never attempt to remove, modify, or alter the lock or tag or attempt to start up a piece of equipment that is locked or tagged out. • At no time will an employee perform a job or task without following the standard operating procedure. If he/she is uncertain, he/she should ask a supervisor prior to beginning the task.
Authorized Employees	<ul style="list-style-type: none"> • Authorized employees will participate in all aspects of the lock out tag out program. • Each Authorized employee will become familiar with, and use, lock out devices required to effectively de-energize the equipment. • Individual locks will be available to each Authorized employee, who will be responsible for the care and maintenance of their respective lock.
Production Manager	<p>The Production Manager</p> <ul style="list-style-type: none"> • Will be responsible for the accountability and enforcement of this program. • Will survey the facilities in order to identify all isolating devices to be certain which switches, valves, or energy isolating devices apply to the equipment to be locked out. More than one energy source (electrical, mechanical, chemical, gravity or other) may be involved. • Will be responsible for reviewing contractors Lockout/Tagout programs to ensure compliance.

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	<ul style="list-style-type: none"> • Will periodically review and audit the LOTO policy to ensure compliance. • Will determine who should be considered Authorized. • Will coordinate training with the Human Resources Department to complete training for Authorized employees. • Will be responsible for the implementation of the lock out tag out program, including the coordination and distribution of all necessary items.
Human Resources	<ul style="list-style-type: none"> • The Human Resources Department will be responsible for training of all Authorized and Affected employees, to ensure a clear understanding of and compliance with the program.

General Requirements

1. This procedure covers the servicing and maintenance of machines and equipment during which the unexpected energization or start-up of machines or equipment, or release of energy, could cause injury to personnel. These procedures establish minimum performance requirements for the control of such hazardous energy.
2. Safety locks are for the personal protection of the employee and are only to be used for locking out equipment.
3. Each Authorized person will have his or her own company-provided set of locks and tags. Additional lockout devices can be obtained from the Production Manager.
4. The employee who received the lock shall retain the only key for that lock.
5. Employees must contact their Supervisor if they have any questions or concerns regarding the lockout procedures.
6. Additional measures shall be taken as needed, according to specific machine requirements.

Sequence of Lockout Tagout Steps

1. Notify all affected employees that the lockout/tagout system is going to be utilized and the reason therefore. The Authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazard thereof.
2. If the machine or equipment is operating, shut it down by the normal stopping procedure.
3. Operate the switch, valve, or other energy isolating devices so that the equipment is isolated from its energy sources. Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
4. Lock out the energy isolation device with assigned individual locks.
5. After ensuring that no personnel are exposed, and as a check of having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.
- 6. Caution: Return operating control to neutral or the off position after the test.**

7. Procedure involving more than one person: In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lockout/tagout device on the energy isolation devices. When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) shall be used. Each employee will then use his/her own lock to secure the hasp. As each person no longer needs to maintain his/her own lockout protection, that person will remove his/her lock from the hasp.
8. The equipment is now locked out or tagged out.

Restoring Equipment to Service

1. After the servicing and/or maintenance is complete and the equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machines and equipment, guards have been reinstalled and employees are in the clear, remove all lockout devices. Verify that the machine is operational and all energy sources have been safely reactivated.

Troubleshooting/Adjustments of Live Equipment

1. When it is necessary to troubleshoot and/or adjust equipment while it is energized, only the employee authorized to troubleshoot the equipment shall have access to the machine's functional devices (i.e. knobs, foot pedals, buttons, etc.)
2. No other personnel should have access to the machine's functions.

Multiple Shifts

During a shift change, employees coming to the shift who will be working on a piece of equipment that has been locked out and worked on by the previous shift will place their locks on the equipment prior to the previous shift employees removing their locks.

Service and/or Maintenance by Multiple Personnel

If a machine is being worked on by more than one individual, then each individual is responsible to see that a lock specific to him/her is placed on a multi-lock hasp.

Tool Control

1. Remove the machine from the energy source.
2. Equipment is not required to be locked out during servicing provided that:
 - There are no additional sources of energy to the equipment.
 - The machine has no stored or potential energy.
 - The employee maintains control of that cord (plug) at all times.
3. If the employee cannot maintain physical control of the cord (plug) at all times, a special plug lockout device should be used.

Machine Specific

Every piece of equipment that is subject to LOTO requirements must have its own machinespecific LOTO procedures.

Emergency Removal

1. If a lock must be removed by someone other than the employee who placed the lock on the equipment, the following guidelines must be followed:
 - Make every attempt to contact the employee whose lock you are planning to remove. That includes calling him/her at home.
 - If you cannot get in contact with the employee who installed the lock, contact your supervisor.
 - Only an Authorized employee can remove the lock, after the equipment is deemed safe.
 - The form in Appendix A must be filled out immediately after removing the lock, and submitted to the HR Department.

Periodic Inspections

1. A periodic employee audit will be performed at least annually in which each Authorized employee demonstrates his/her ability to effectively lockout/tagout a piece of equipment to be serviced.
2. Each and every periodic inspection will identify the machines or equipment for which the energy control procedure has been demonstrated. Documentation of the inspection will include the date of the inspection, names of employees involved in the inspection, and name of the employee who performed the inspection. (See Appendix B for form)

Tagout Only

1. Tagging out equipment does not guarantee that the energy on a machine will not be turned back on.
2. It is recommended that locks be used whenever possible to ensure that energy is isolated.

Outside Contractor Responsibilities

1. No person will be allowed to perform work within our facilities without following the lockout/tagout procedures as dictated by OSHA's 29 CFR 1910.147 standard.
2. All outside contractors will certify that they have met all applicable lockout/tagout standards and will comply with all facility requirements.

New Equipment/Procedures

The checklist in Appendix C shall be utilized to ensure lockout controls are in place when bringing new equipment into the facility.

Training Requirements

Training is important to the effectiveness of the LOTO process. The Human Resources Department is responsible for ensuring that the following training requirements are adhered to:

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1. All employees will be given annual training on the requirements and importance of the OSHA regulations, and will be instructed when and how to have equipment locked out/tagged out by an Authorized employee, as well as any other information deemed necessary to maintain a successful LOTO program.
2. Authorized employees will receive periodic LOTO machine training, and training for LOTO periodic inspections. They will also be audited on an annual basis to ensure they have working knowledge of this procedure.

Review

Each business unit will review their LOTO procedure annually and submit the updated procedure to the Corporate Program Manager.

CONCLUSION:

Xxxxxxx has instituted the above Control of Hazardous Energy (LOTO) procedure to promote a safe working environment for our team members and visitors. Comments and/or questions concerning this policy or any safety issues may be forwarded to the Xxxxxxx Health & Safety Office.

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