



Lockout Tagout Safety Procedure

Purpose


To control hazardous energy, both kinetic and potential, prior to equipment repair, adjustment, or removal.



Scope

Applies to all Wetherbee employees.

- **Authorized** = personnel who removes power and repairs or performs maintenance on the equipment. Employees of this designation are the only ones allowed to perform lockout-tagout procedures, and those assisting must also have training to qualify as an authorized employee.
- **Affected** = employees working in the general area of an authorized employee while machinery/equipment is being serviced. Such employees should be familiar with all concepts of lockout-tagout.
- **Other** = Employees that occasionally come in contact with lockout-tagout operations. Such employees should understand not to tamper with a lock or tag.



Application of the Standard

Lockout/tagout procedure must be in place for any machine or equipment that may cause injury if it is unintentionally energized. The procedures are to be followed for all service, maintenance, and repairs for said equipment/machinery.

Lockout/tagout procedures must be followed if:

- Bypassing or removing any safety device to perform an adjustment.
- The employee will be placing any part of his/her body into an area of the equipment/machine.



Lockout/tagout does not apply if:

- Actions are routine, repetitive, and integral to the normal use of the equipment.
- There is an alternate, effective form of protection used.
- When testing or positioning machine/equipment/components.
- Startup or energizing of machine is solely controlled by a power cord/plug and person performing maintenance is in exclusive control of that plug.
- Hot tap operations are not covered and service continuity is essential, shutting down is not practical, and other documented safety procedures are followed.



Review of Lockout/Tagout Procedure

Safety Director and Supervisors are responsible for employee training and compliance. Supervisors are responsible for providing appropriate protective equipment for employees.

Employees must follow all safety procedures and use all appropriate protective equipment and tools, plus attend all required, relevant training. Employees should report safety concerns to their Supervisor.

Training

Employer is responsible for ensuring that all employees are trained to the appropriate level for his/her exposure level. Training should be performed by a qualified trainer.

- **Testing:** Qualified instructor will test employees for competence in lockout/tagout procedures.
- **Documentation:** Safety Director will maintain a list of trained employees with signed, certified training documents. Supervisors will document every lock, hasp, and tag assigned to an individual employee.
- **Retraining:** Employees will be retrained when there is a change in their job assignment, the machines, or the energy control procedures.

Wet or Damp Locations

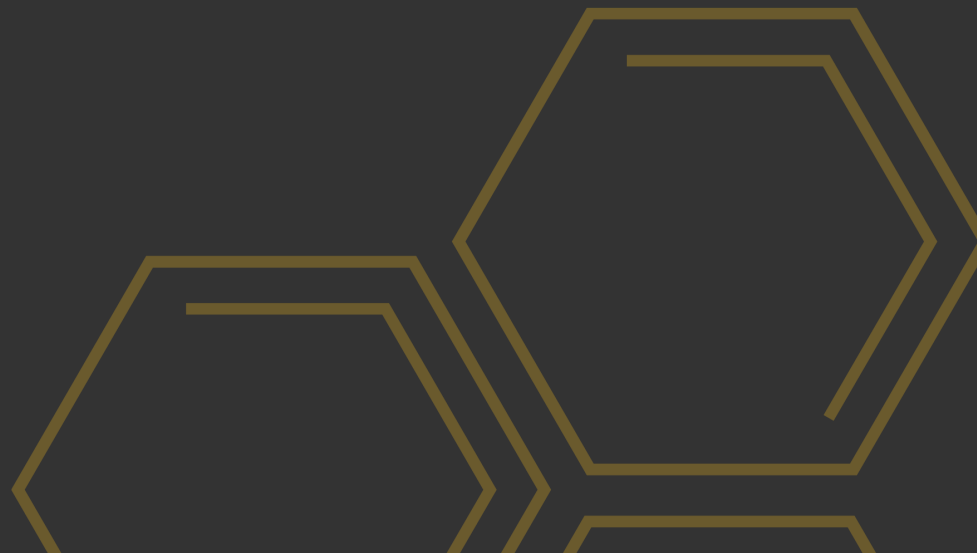
Work in wet or damp locations should not be performed unless absolutely critical.

When working in damp locations, the following special precautions will be taken:

- Only use GFCI electrical cords
- Work is prohibited in areas with standing water. Remove standing water before beginning work.
- No use of electrical extension cords in wet or damp locations.
- Before contact with wet or damp locations, employees will test the surfaces for the presence of an electrical charge.

Lockout/Tagout Procedures

- 1 Prepare for Shutdown:** Authorized and Affected employees must know whether the machine or equipment has kinetic or potential energy, its hazards, and method for controlling the energy. All Affected employees in the area must be notified of intended LOTO.
- 2 Machine or Equipment Shutdown:** Authorized employee will use established procedures for the machine to turn off or shut it down.
- 3 Machine or Equipment Isolation:** All energy isolation devices needed shall be used to isolate the machine or equipment from energy sources.

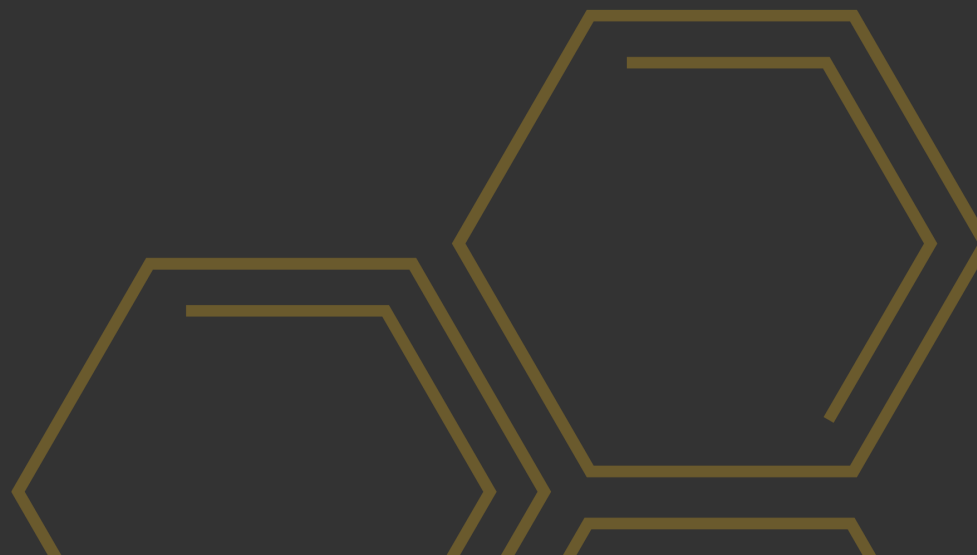


Lockout/Tagout Procedures

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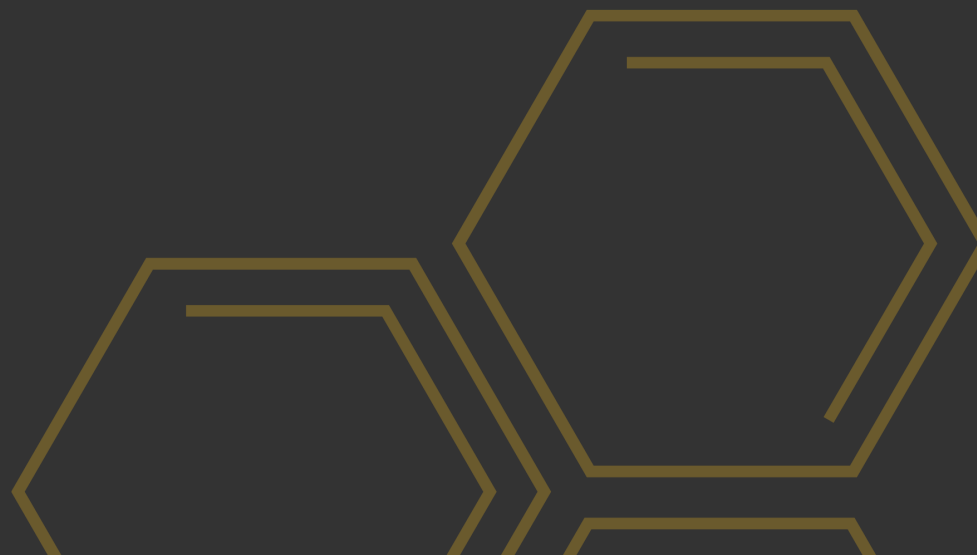
Lockout/Tagout Device Application:

- Each Authorized employee uses his/her individual Lock and Tag when isolating device.
- LOTO devices shall be affixed to each energized isolating device.
- Lockout devices shall be affixed to hold the energy isolating device in the “off” or “safe” position.
- Tagout devices shall be fastened at the same point as the Lockout device or as close as possible so it’s immediately obvious to anyone attempting to operate the device.



Lockout/Tagout Procedures

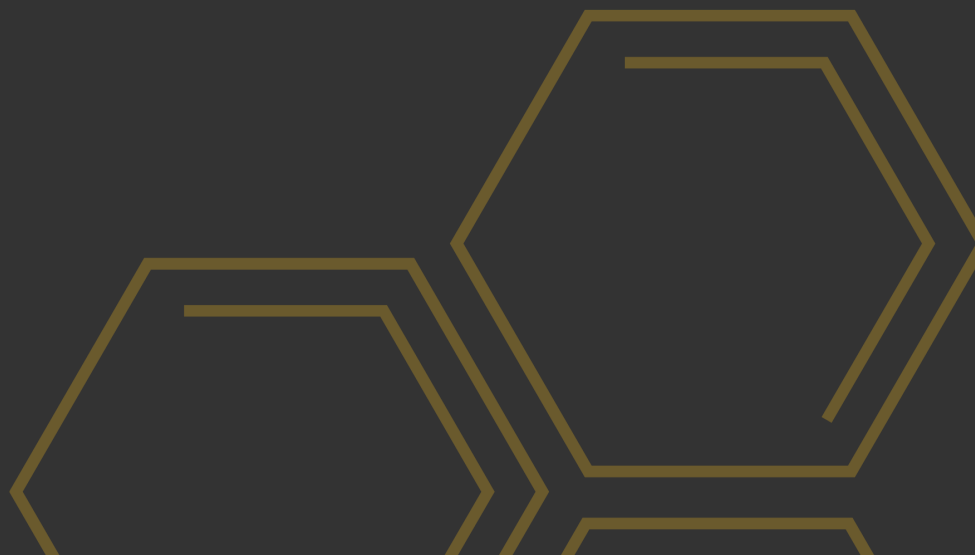
- 5 **Stored Energy Isolation:** After application of LOTO devices, all potential hazardous stored energy shall be relieved, bled, blocked, braced, restrained, or otherwise rendered safe. If re-accumulation is possible, verification of isolation shall be continued until maintenance or service is complete.



Lockout/Tagout Procedures

6 **Verification of Isolation:** Before starting work, Authorized employee shall:

- Verify that isolation and de-energizing has been accomplished.
- Remove all Affected personnel from the area.
- Double-check the locks and tags.
- Check any circuit panels with voltmeters to ensure locked out energy is with the correct circuit.
- Try to start up the machine through normal starting procedures. Return all buttons and switches to “off” or “neutral” positions.



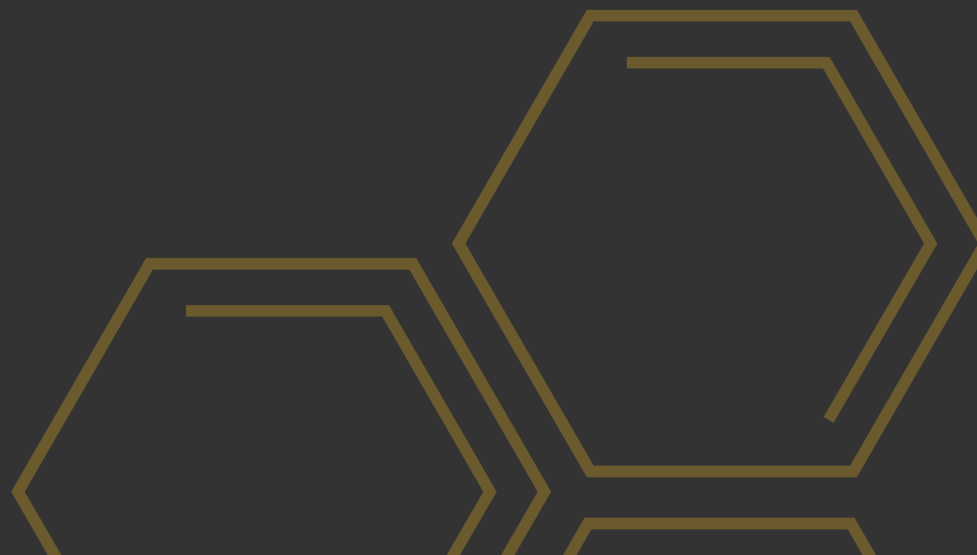
Lockout/Tagout Procedures

7 Group LOTO:

- An Authorized employee shall be assigned to coordinate affected workforces to ensure continuity of protection.
- Each Authorized employee shall affix a personal lockout or tagout device to the group device when he/she begins work and remove it when he/she stops work on the machine or equipment.

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Maintenance: When servicing or maintaining, employees shall use a procedure that affords equivalent protection to that of a personal lockout tagout device.



Lockout/Tagout Procedures

9 Lockout/Tagout Removal: Before restoring energy, employees shall:

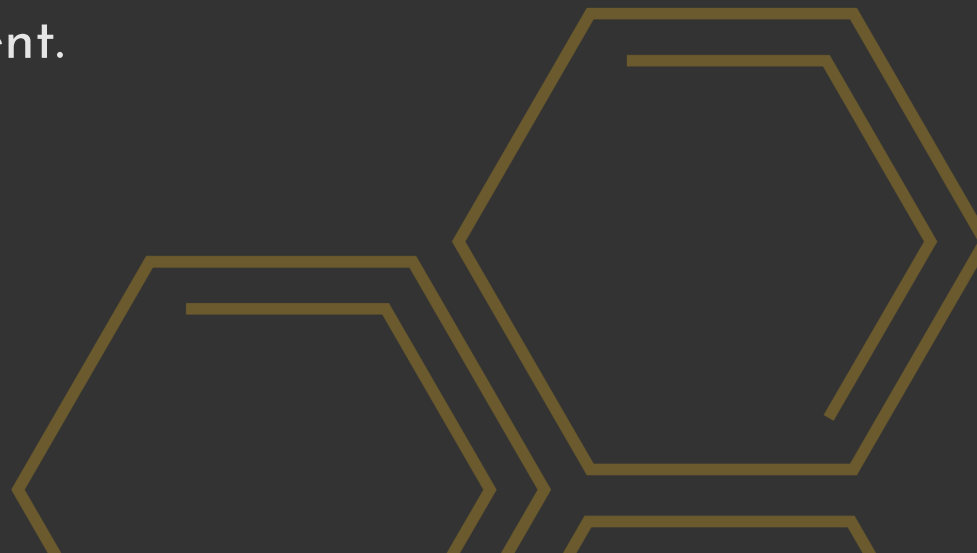
- Inspect area to remove all tools and ensure all equipment components are operationally intact.
- Ensure that all employees are safely positioned or removed from the area.
- Notify Affected employees before LOTO devices are removed and machines or equipment is energized.
- Notify Affected employees after LOTO devices are removed and before machine or equipment is started.
- Each lockout/tagout device shall be removed from each energy-isolating device by the employee who applied it, except when that employee is not available to remove it, provided that the Authorized employee is informed that the device was removed before he/she resumes work at the facility.

Lockout/Tagout Procedures

- 10 **Lockout/Tagout Worksheet:** All machines subject to LOTO regulation must have a LOTO worksheet detailing the specific procedures to be followed. One copy shall remain on or near the machine, the other shall be in the Safety Director's file.

Audit Procedure

Periodic audits shall be performed to ensure compliance with lockout/tagout procedures. Audits shall occur at least once per year, or when there is a significant change in the machinery/equipment.





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If you have any questions, please feel free to contact us via phone or email: