



# Lockout/Tagout



## Don't Touch That Lock

On a good day, all of our machines are working properly. Unfortunately, not every day is a good day. Machines have a tendency to break down and to require routine maintenance. Many times, we work on a machine simply to extend its life. This type of work presents some special hazards. For example, machines can start up unexpectedly during maintenance and cause serious accidents.

All Employees who may be exposed to energized or potentially energized equipment either on purpose or accidentally, must be properly protected from the energized circuit, equipment and parts or unexpected start-up of that equipment. Energy sources include electrical, mechanical, hydraulic, pneumatic, and other power sources.

## Policy

1. **No work** shall be performed on or near energized circuits, or where workers can come in contact either deliberately or accidentally with an energized source. If the energized circuit, equipment or part cannot be properly de-energized and locked out, then the work must be performed in full compliance with NFPA 70E or your company's Energized Electrical/Hot Work Procedure.
2. Applying tape, tags **without** lockout devices and locks or simply tagging the switch, valve, etc. is prohibited.
3. All employees will at all times have a voltage tester to detect voltage and **will use it to verify no electrical current is present before beginning any work**. Work on energized circuits, equipment or parts is strictly prohibited unless in full accordance with the Energized Electrical / Hot Work Procedure.
4. No employee is permitted to remove another employee's lockout.
5. It is the responsibility of the supervisor to ensure that no work is performed on electrical related systems beyond the protection of the installed lockout device, lock and tag.
6. Multi-lock devices must be used if other employees or crafts are involved in the lockout.

7. Every person working on an electrical circuit, equipment or part that has been de-energized, locked and tagged shall have a lock and tag in place on the lockout device.
8. Proper lockout devices, locks and tags will be available when needed or required.
9. In every case the controlling switch, breaker or disconnect means shall be rendered inoperable, locked, properly tagged and **tested with an operable voltage tester to verify that no electrical current is present** before any work is performed.
10. If the lockout of a system must be in place for a long period of time, inspections must be performed after each break, lunch or start of the shift to ensure lockout devices and tags are still in place.
11. Failure to fully comply with this Lockout/Tagout policy may result in immediate dismissal.

### **Control of Electrical Rooms**

1. All electrical rooms are to **be locked** with only qualified individuals having access, marked with “Danger Electrical Voltage” signage or equivalent, which will not be removed until the room’s final inspection and the following conditions are met.

- All electrical work is completed in the room.
- All electrical work is complete which originates or is controlled in the room.

2. The signage will include a list of all employees authorized to work in the electrical rooms along with the names and cell phone numbers of the following employees:

- Field Manager: \_\_\_\_\_
- Foreman: \_\_\_\_\_
- On-site Safety Coordinator: \_\_\_\_\_
- Project Manager: \_\_\_\_\_
- Safety Manager: \_\_\_\_\_

**If another trade or an unauthorized employee has to access the electrical room they will be escorted at all times by an authorized employee.**

### **Lockout/Tagout Procedure**

The following steps should be taken to implement the lockout/tagout procedure:

1. Notify the Owner/General Contractor, other trades and all employees on the project that may be affected.
  - Affected Employee: An employee whose job requires him/her to operate or use equipment under lockout/tagout, or whose job requires him/her to work in an area where lockout/tagout is being performed.
2. Identify and verify all energy sources applicable.

3. Turn “off” the equipment (remove and/or disconnect the energy source).
4. Test the “on” switch/control, on the equipment, to confirm the energy source has been removed. Turn the switch back to “off”.
5. Lockout/block-out the energy sources; using lockout devices, locks and appropriately completed tags.
6. Test lockout devices to be sure that it cannot be re-energized.
7. **Using a volt meter test all circuits, equipment connections and parts where work has to be performed to verify the electrical energy has been shut off.** (The volt meter should be tested on a now-energized circuit to verify it is working properly)
8. Begin and complete work.

### **Summary**

Please remember that all of our safety procedures and rules are here to protect us. But because of the potential for severe injuries, it is absolutely critical that you follow lockout/tagout procedures to the letter. Good safety practices and government regulations require us to take steps to protect ourselves when repairing or maintaining machines. Machines that start up unexpectedly or accidentally during this process can cause severe injuries. That’s why we use a lockout/tagout procedure.

### **Warning—due to the serious consequences of not following this procedure:**

1. **Any person who operates an energy source isolation device to which lockout devices and tags are attached, or removes a lockout device or tag without authorization will be subject to immediate discharge.**
2. **Any person who works on an energy source without following this procedure will be subject to immediate discharge.**
3. **Only the authorized person who installed the device is allowed remove the lockout device.**