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| LAST REVISION:<br>December 10, 2019            | REVIEWED BY:<br>L. Kirk Berglund, Safety Director | FORM REF No:<br>SP-LOTO |
| SUBJ: <b>Lockout / Tagout Program</b>          |   |                         |

## LOCKOUT/TAGOUT PROGRAM

### 1. PURPOSE

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. 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 energization or start-up of the machine or equipment or release of stored energy could cause injury. A Lockout/Tag out form must be completed for each type of equipment addressed by the procedures of this program. The Lockout/Tag out forms will be reviewed annually or when a problem is observed in the procedure.

### 2. TRAINING

All employee's shall be trained and deemed competent in the selection and use of lockout devices. Additional training may be required to meet a client's specific needs such as approved Hold Card programs used in the power generation/distribution industry. Annual refresher training shall occur annually or if deemed necessary by policy change or employee performance review.

### 3. PROGRAM COMPLIANCE

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 procedure. All employees, upon observing a machine or piece of equipment that is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment

**Any person who attempts to operate a valve, switch, or device to "Danger" tags or locks are attached, or removes a tag or lock without authorization, will be subject to immediate dismissal.**

### 4. LOCKOUT SEQUENCE

#### 1. De-energization

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment that needs to be shut down and locked out to perform the servicing or maintenance.



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2. Only a standard danger tag with date, signature, and title will be used and attached securely to the equipment.
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
4. Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
5. Lock out the energy isolating device(s) with assigned individual key operated padlocks. The key will remain in the possession of the person placing the lock. Each lock shall be identified with the owner's name, department or trade. Multi-lock devices shall be used if more than one employee or trade is involved with the lockout of equipment.
6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, blocking, bleeding down, etc.
7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s), or by testing to make certain the equipment will not operate.

**CAUTION:** Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

8. The machine or equipment is now locked out.

***The following is a list of things that should not be done when locking out equipment.***

1. The employees are not to pull fuses as a substitute for a lockout. This does not guarantee the circuit is dead, nor does it prevent someone from replacing them.
2. Do not rely on locking out operating controls instead of power sources.
3. No person shall remove another employee's tag or lock unless the employee who attached it is off of the job site. Only the job foreman or project supervisor has the authority to remove the tag or lock.
4. Tags are never to be re-used, but destroyed immediately upon removal. No alterations to the tag are permitted.
5. If a job is not completed by the end of the shift, do not let the workers going off the job remove their locks until those on the next shift have attached theirs.
6. Do not assume the job is too small to require locking out. It may cost a life.



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## **2. Re-energization**

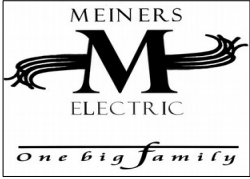
1. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify the controls are in neutral.
4. Remove the lockout devices and re-energize the machine or equipment.

***NOTE: The removal of some forms of blocking may require re-energization of the machine before safe removal.***

5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

## **3. Shop Equipment**

1. The qualified operator of the construction shop equipment will lock out his equipment o change tools, chucks, blades, and perform similar tasks.
2. A power disconnect switch must be provided for this purpose at or near the equipment, unless the equipment can be unplugged.
3. Push-button or butterfly controls may not be used for purposes for lockout.
4. A lock without tag may be used for this purpose.
5. The above does not apply to any maintenance or repair work that is done by other than the authorized operator.



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## LOCKOUT/TAGOUT FORM

**ALL INFORMATION MUST BE COMPLETED!**

|             |
|-------------|
| Issue Date: |
|-------------|

### General Information

|                                    |                            |
|------------------------------------|----------------------------|
| Lockout Start Date and Time:       | Lockout End Date and Time: |
| Purpose of LOTO:                   |                            |
| Client Name:                       | Client Contact:            |
| Equipment to be release from LOTO: |                            |

### Authorized Personnel

| Employee Name | Company | Personal Lock |    | Employee on Tag |    |
|---------------|---------|---------------|----|-----------------|----|
|               |         | YES           | NO | YES             | NO |
|               |         |               |    |                 |    |
|               |         |               |    |                 |    |
|               |         |               |    |                 |    |
|               |         |               |    |                 |    |
|               |         |               |    |                 |    |
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**Authorizing Personnel**

|                        |            |       |
|------------------------|------------|-------|
| Foreman:               | Signature: | Date: |
| Client Representative: | Signature: | Date: |

**SUPERVISORY LOCK AND TAG REMOVAL FORM**

**ALL INFORMATION BELOW SHOULD BE COMPLETED BEFORE LOCK IS REMOVED!**

|             |
|-------------|
| Issue Date: |
|-------------|

**General Information**

|                                    |                            |
|------------------------------------|----------------------------|
| Lockout Start Date and Time:       | Lockout End Date and Time: |
| Purpose of LOTO:                   |                            |
| Client Name:                       | Client Contact:            |
| Equipment to be release from LOTO: |                            |

| <b>The Follow Has Been Verified</b>  | <b>YES</b> | <b>NO</b> |
|--|------------|-----------|
| Are all employees and client personnel clear of the equipment/process                |            |           |
| Is the authorizing client representative on property                                 |            |           |
| Are all electrical/mechanical operations, equipment or processes now safe to operate |            |           |
| Has supervisor inspected the area for safe restart of equipment                      |            |           |
| Has authorized employee been notified of lockout removal                             |            |           |

**Authorizing Personnel**



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|                        |            |       |
|------------------------|------------|-------|
| Foreman:               | Signature: | Date: |
| Client Representative: | Signature: | Date: |