

LOCKOUT / TAGOUT PROGRAM

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I. PURPOSE

The accidental or unexpected starting of any machinery or electrical equipment can cause injury or death.

Before any inspections or repairs are made on electrical equipment, power should be turned off at a switch box and the switch should be locked in the OFF position (LOCKED-OUT). The switch or controls should be securely tagged to show that the equipment or circuits are being worked on (TAGGED-OUT).

Machinery being repaired or inspected must be isolated from all potentially hazardous energy sources and must be locked-out and tagged-out. The machinery must also be free from all residual or accumulated energy before employees perform any servicing or maintenance activities, if the unexpected release of stored energy could cause injury.

II. RESPONSIBILITY

The appropriate employees will be instructed on the safety significance of lock-out and tag-out procedures, as well as how to use the procedures of the program.

Only authorized employees may lock-out or tag-out machines or equipment. Authorized employees are identified on each Hazardous-Energy Control Procedure Form.

Affected employees and any other employee whose work operations are or may be in the area will be instructed on the purpose and use of the lock-out or tag-out procedures by the departmental leadman.

Affected employees are identified on each Hazardous-Energy Control Procedure Form. The authorized employees will notify them whenever a lock-out or tag-out will occur, as well as when the equipment is being placed back in service.

It is the responsibility of management to approve all hazardous energy control procedures. Approval can be given by the following people:

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

III. TRAINING

The COO will give training on Lock-out/Tag-out for all machines or equipment.

Authorized and affected employees will be trained on the following:

1. Review of the requirements of 29 CFR 1910.147, Control of Hazardous Energy
2. Types and magnitudes of energy sources
3. The limitations of tag-out
4. Lock-out and/or procedures for isolation of energy sources
5. Procedures for removing locks and/or tags
6. Procedures for restoring energy

Authorized employees will be trained before any initial involvement in Lock-out/Tag-out procedures. Affected employees will be given training at the time of hiring.

Retraining will be given whenever there is a change in job assignment that includes a change in equipment or processes that would create a new hazard, or when a change occurs in Knott Brake Company's hazardous-energy control procedures.

The COO will maintain a list of trained employees and the dates of their training.

IV. ANNUAL REVIEW

Each year an authorized employee will conduct a review of the hazardous-energy control procedures for all machines and equipment.

The leadmen are responsible for the annual inspection of all machines and equipment in their department.

V. INDIVIDUAL PROCEDURES

A. Preparation for Lock-out/Tag-out:

Obtain the proper hazardous-energy control procedure for the machine or equipment to be locked-out or tagged-out.

Identify by name or job title all affected employees who may be involved in the impending lock-out or tag-out.

B. Lock-out/Tag-out Procedure:

All equipment must be locked-out or tagged-out to protect against accidental or inadvertent operation when such operation could cause injury to employees.

Notify all affected employees that a lock-out or tag-out system is to be utilized and the reason for it. The authorized employee will know the type and magnitude of energy that the machine or equipment utilizes and will understand the associated hazards.

Shut down the machine or equipment by normal stopping procedures. Operate the machine or equipment to be sure it is off. Operate the switch, valve, or other isolating device so that the machine or equipment is isolated from its energy source(s). Stored energy must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

Lock-out and/or tag-out the energy-isolating devices with assigned individual locks or tags.

NOTE: Combination locks are prohibited in all Lock-outs.

Do not attempt to operate any switch, valve, or energy isolating device when it is locked-out or tagged-out.

C. Testing Equipment - Ensure Power is OFF

After ensuring that no employees are exposed (and also as a check on having disconnected the energy sources), operate the push button or other normal controls to make certain the equipment will not operate.

CAUTION: Return operating controls to the “neutral” or “off” position after the test.

The equipment is now locked-out and/or tagged-out.

D. Restoring Equipment to Normal Production Operation

After the servicing or maintenance is complete and the machine or equipment is ready for normal production operations, check the area to ensure that no one is exposed.

Ensure that all tools have been removed from the equipment and that all guards have been reinstalled.

Remove the lock-out and/or tag-out devices and operate the energy-isolating device to restore energy to the machine or equipment.

After restoring power the departmental supervisor will test the machine or equipment for proper function before returning the machine or equipment to production. Make sure all guards and safety-related equipment are installed and all tools and equipment are removed from the area.