LOCKOUT/TAGOUT POLICY

Purpose: This policy establishes the minimum requirements for the lockout or tag out of energy isolating devices. It shall be used to ensure that the machines or equipment are isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energizing, start up or release of stored energy could cause injury.

Policy: Lockout procedures using individually assigned, uniquely keyed padlocks or other lockout devices are to be used on all equipment disconnects, breakers and valves to isolate potentially hazardous energy sources when repair or construction activities are underway. Under NO circumstances will tag out be accepted when lockout is possible. The procedure outlined in Section 7 of the Plant Services “Operational Guidelines and Safety Manual” is to be followed.

Responsibility: It is the responsibility of each mechanic to insure this practice is being followed. It is the responsibility of all management staff to monitor work and insure compliance.

Failure to follow lock out procedures is considered a serious safety violation which could result in the injury of staff.

NOTE: See additional program description in the Safety Manual, Section 7.

References: None