

PURPOSE

This procedure establishes the requirements for the lockout of machine/equipment energy isolating devices. The intent is to ensure that the machine/equipment is isolated from all potentially hazardous energy, and properly locked out before an employee performs any service or maintenance activities where the unexpected energy restoration, startup, or release of any stored energy that could result in injury.

ENFORCEMENT

Due to the seriousness of this policy and degree of injury that may be caused by not following this policy, corrective actions up to and including immediate discharge may result if this policy is violated.

DEFINITIONS

AFFECTED EMPLOYEE - Any employee whose job requires him/her to operate or to use a machine/equipment on which any service or maintenance is being performed under lockout.

AUTHORIZED EMPLOYEE - Any person performs the service or maintenance on a machine/equipment that places a lock(s) a machine/equipment.

ENERGIZED - Connected to an energy source, a device containing residual or stored energy.

ENERGY ISOLATING DEVICE - A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: a manually operated electrical circuit breaker, a disconnect switch, or air lockout valve.

ENERGY SOURCE - Any source of electrical, mechanical, hydraulic, pneumatic, gravity, or other stored type of energy.

LOCKOUT - The placement of a lock(s) on any energy isolating device(s) to guard against the energy isolating device(s) being energized and the equipment being controlled cannot be operated until the lockout device is removed.

LOCKOUT DEVICE - A device that utilizes a positive means, such as a key type lock, to hold an energy isolating device in a safe position to prevent any unexpected energy restoration, startup, or release of any stored energy that could result in injury.

RESPONSIBILITY / TRAINING

AFFECTED EMPLOYEES - shall be instructed in the safety significance of the lockout procedures. Each new affected employee whose work operations are in the area shall be instructed in the purposed and use of the lockout procedure.

AUTHORIZED EMPLOYEES - Only authorized employees shall perform lockout on equipment. The key(s) for any padlock(s) given to an authorized employee will remain with the authorized employee at all times while the machine/equipment has to be locked out. Only the authorized employee may remove their padlock(s). If for any reason the authorized employee is not available and the equipment must be

powered on, only supervisor can authorize the removal of the lock(s). When the authorized employee returns back to work they must be notified immediately by that supervisor that the authorized employees lock has been removed.

PREPARATION FOR LOCKOUT

Review machine/equipment to locate and identify all isolating devices to be certain which switch(es), valve(s), or other energy isolating devices apply to the machine/equipment to be properly locked out. More than one energy source (electrical, mechanical, pneumatic, or other) may be involved.

SEQUENCE OF LOCKOUT PROCEDURE

1. Notify all affected employee(s) that a lockout procedure is going to be done and the reasons why.
2. If the machine/equipment is operating, shut it down by normal shut down procedures.
3. Operate any switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in gravity, rotating flywheels, hydraulic systems, air pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
4. Lockout the energy isolating devices with assigned individual lock(s).
5. After verifying that no personnel are exposed, attempt normal machine/equipment start up procedure to make certain that it will not operate.
6. The equipment is now locked out.

RESTORING MACHINES OR EQUIPMENT TO NORMAL PRODUCTION OPERATIONS

1. Check the machine/equipment to verify that all tools and nonessential items have been removed and that all machine/equipment components have been replaced.
2. Check the work area to verify that all personnel are safely positioned and not exposed to any danger.
3. Verify that the machine/equipment is physically in normal start up position.
4. Remove the lockout devices and power up the machine/equipment.
5. Notify affected employees that the service or maintenance is completed and the machine/equipment is ready for use.

PROCEDURE INVOLVING MORE THAN ONE PERSON

If more than one authorized employee is required to lockout the same equipment, each shall place their own personal lockout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks, a multiple lockout device (hasp) may be used.