

UCHC Lockout/Tagout Policy (4/09)

Background:

This safety policy is applicable to all Health Center activities and addresses practices and procedures that are necessary to disable machinery or equipment and to prevent the release of potentially hazardous energy while maintenance and servicing activities are being performed. The intent of the policy is to prevent injury and comply with Occupational Safety and Health Regulations (29CFR1910.147 and elsewhere in 29CFR1910). The more protective procedures will always be used when manufacturer specified procedures conflict with 29CFR1910.147 requirements. Such situations and questions on this policy should be referred by supervisors to the Office of Research Safety.

General:

Lockout will be utilized for equipment which is designed with a lockout capability. A valve that can be locked out with a chain is considered as having a lockout capability. Only the Office of Research Safety can approve the use of tagout procedures in lieu of lockout procedures when system design provided a lockout capability. Such approvals can only be given when it has been demonstrated that tagout provides full employee protection. For equipment which was not designed to be locked out, tagout procedures may be used.

Servicing and maintenance activities are routine adjuncts to the safe operation of the Health Center. Additionally, erection, installation, construction, set-up, changeover, and dismantling usually must be performed with equipment deenergized. These types of operations can present the employee with the same types of hazards of unexpected activation, re-energization, or release of energy, therefore, they are addressed by this policy. Similarly, lubrication, cleaning, unjamming, and making minor adjustments and simple tool changes are activities which often take place during normal production operations, but which may expose employees to the unexpected activation of the equipment or the unexpected release of the energy stored in the equipment. All of the above activities are considered to be servicing and/or maintenance for the purpose of this policy. With regard to servicing and/or maintenance which takes place during "normal" production operations, it is important to note that this policy is intended to work together with existing machine guarding requirements. When a machine is being used for production, 29CFR1910.212 requires the point of operation to be guarded. For example, when an employee is using a table saw to cut wood parts, the employee would be protected by guards around the blade of the saw. If the employee needs to reach into the point of operation in order to adjust the wood piece as part of the production process, 10CFR1910.212 requires that the guarding protection be maintained. As long as the guarding is not removed or bypassed, this lockout/tagout policy is not intended to apply. By contrast, in using the same table saw, it may be necessary for the employee to remove a piece of wood which has become jammed against the blade of the saw. In doing so the employee might have to remove or bypass the guard and reach into the point of operation. Lockout/tagout procedures would apply. If the servicing is performed in a way which prevents such exposure, such as by the use of special tools and/or alternate procedures which keeps the employee's body out of the areas of potential contact with machine components or which otherwise maintain effective guarding, these lockout/tagout procedures would not apply. Great care must be taken in such a situation so that the special tools do not become a hazard. Thus, lubrication, visual inspection, and taking

maintenance readings on well guarded operating equipment (mechanical and electrical) should not normally result in the need for special lockout/tagout procedures. However, practices such as reaching behind guards during the cleaning of rollers of printing presses or the feed point of screw conveyors violates safety procedures and therefore such activities would be covered by this policy. Lockout/tagout requirements of this policy DO NOT apply to cord and plug connected equipment if the equipment is unplugged and the plug is in the control of the employee doing the servicing or maintenance of that equipment.

In order to diagnose problems it may be mandatory at times for skilled personnel of certain departments (e.g., Facilities Management, Clinical Engineering, Bioengineering, etc.) to energize equipment which has had safety interlocks bypassed and/or guards removed and had been locked out, tagged out, or had the electrical plug removed and kept in control of the individual doing the maintenance. In such instances supervisors will require-and enforce procedures that will provide equal protection to the employees to include the use of insulated probes or tools of sufficient design to keep the body out of any hazardous energy danger zones. As appropriate, jewelry that could create a hazard will be removed and other clothing items that might be drawn into a device removed or properly shielded to prevent it from being caught in the equipment and then drawing that person into the danger zone. Prior to energizing equipment for such test(s) the employee will verify that the immediate work area has been cleared of tools, etc. that could cause a hazard, that other personnel in the area are warned of the potential danger, and post the equipment with warning signs indicating that the equipment is energized and to stay clear. During such procedures the energized equipment will be kept under the visual control of the maintenance worker. When the task is completed appropriate lockout/tagout procedures will be promptly instituted. Prior to being released for use, the maintenance/service employee will verify that guards, panels, and interlocks have been properly installed and that they are in good working order.

Activities Exempted by OSHA room Lockout/Tagout Requests:

1. Construction, agriculture, maritime employment
2. Installations under exclusive control of electrical utility (OSHA Sub Parts)
3. Oil/Gas well servicing, drilling
4. Certain hot tap (steam, gas, petroleum) must demonstrate safety
5. Work on cord and plug connected electrical equipment for which exposure to the hazards of unexpected energization or startup of the equipment is controlled by unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the maintenance.
6. Normal Production operations NOT covered. (OSHA Sub Part 0)

Servicing and/or maintenance which takes place during normal product operations is only covered if:

- A. An employee is required to remove or bypass a guard or other safety device; or
- B. An employee is required to place any part of his/her body into an area or a machine or piece of equipment (danger zone or point of operation).

NOTE: Minor tool changes and adjustments during normal production are not covered if they are repetitive and integral to use of equipment provided alternate measures which provide effective protection are used.

Definitions:

Affected employee. An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized employee. A person who locks or implements a tagout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or equipment which must be locked or a tagout system implemented.

"Capable of being locked out." An energy isolating device will be considered to be capable of being locked out either if it is designed with a hasp or other attachment or integral part to which, or through which, a lock can be affixed, or if it has a locking mechanism built into it. Other energy isolating devices will also be considered to be capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

Energized. Connected to an energy source or 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; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a slide gate; a slip blind; a line valve; a block; and any similar device used to block or isolate energy. The term does not include a push button, selector switch, and other control circuit type devices.

Energy source. Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Lockout. The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device 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 lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.

Normal production operations. The utilization of a machine or equipment to perform its intended production function.

Servicing and/or maintenance. Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Setting up. Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout. The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout device. A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout.

Responsibilities:

Supervisors are responsible for establishing and enforcing procedures (see procedure below) so that their employees always accomplish required lockout and/or tagout procedures as required by 29CFR1910.147 and this policy. These procedures are necessary in order to isolate energy sources and to otherwise disable machines or equipment to prevent unexpected energization, startup or release of stored energy in order to prevent injury. Supervisors are responsible for the training of their employees so that lockout or tagout procedures are properly accomplished. This training must be done initially, whenever there has been a change in job assignments, machinery, or equipment that present a new energy control hazard or when periodic inspections reveal inadequacies in the employees knowledge. Supervisors must maintain documentation of such training and certify it has been accomplished. In Facilities Management the Vice President, Facilities Operation and/or the individual(s) authorized by the Director are responsible for establishing necessary procedures for compliance and the prevention of injury. The stock room in Facilities Management will maintain a supply of unique locks, keys, multiple lock hasps and standardized tags for use by Facilities Management and other Health Center activities. Such supplies will be approved by the Office of Research Safety. Non Facilities Management users will be charged for such items) Employees will not be charged for such devices. Supervisors will periodically, at least yearly, direct an inspection of their training activities and their energy control procedures in order to verify, document, and certify that the requirements of this policy are followed. This inspection must be performed by an authorized employee other than the ones utilizing the energy control procedure being inspected. Any deviations or inadequacies observed will be corrected. For more information see Procedures (General), the subsection on Periodic Inspection.

The Office of Research Safety will: (1) at the request of supervisors, assist them in training of authorized employees on lockout/tagout procedures, (2) at the request of supervisors, assist them in their initial and periodic training of affected employees, (3) disseminate information on the importance of lockout/tagout procedures and the names of individuals that can be contacted for further information at New Employee Orientation, General Chemical Safety Training, and Laboratory Safety Training and through other health education efforts, and (4) upon request, assist supervisors with questions on this policy and with the supervisor's periodic, at least annual, inspection of their energy control procedures. Only the Office of Research Safety may authorize use of a tagout device when the system has lockout device provisions; in such cases documentation must be provided that full employee protection is maintained.

Employees: are responsible for using lockout procedures when the system has been designed or can be locked out. Tagout procedures may be used when the system is not capable of being locked out. Questions will be referred by the employee to their supervisor and/or the Office of

Research Safety. Only trained authorized employees shall implement lockout or tagout procedures.

Facilities Management, Clinical Engineering, Purchasing, and other Health Center activities having major replacement, repair or modification procedures performed on machines or equipment, and whenever new machines or equipment are installed will require the provision of suitable energy lockout devices. These departments will also require that contractors utilize hazardous energy control procedures as required by OSHA and inform affected employees of their procedures. Contractors will be briefed as applicable, on the Health Center's Policy and Procedures. For more information see Procedures (Specific), Additional Requirements.

Procedures:

Procedures should be developed in writing by supervisors for the control of potentially hazardous energy when employees are engaged in the activities covered by this policy (29CFR1910.147). The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to, the following: (A) a specific statement of the intended use of the procedure; (B) specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy; (C) specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them; and (D) specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

A generic procedure is attached which the supervisor may utilize, with any necessary modifications, for many lockout/tagout procedures. Additionally, the supervisor need not document the required procedure for a particular machine or equipment, when all of the following elements exist: (1) The machine or equipment has no potential for stored or residual energy or reaccumulation of stored energy after shut down which could endanger employees; (2) the machine or equipment has a single energy source which can be readily identified and isolated; (3) the isolation and locking out of that energy source will completely deenergize and deactivate the machine or equipment; (4) the machine or equipment is isolated from that energy source and locked out during servicing or maintenance; (5) a single lockout device will achieve a locked-out condition; (6) the lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance; (7) the servicing or maintenance does not create hazards for other employees; and (8) the employer, in utilizing this exception, has had no accidents involving the unexpected activation or reenergization of the machine or equipment during servicing or maintenance.

The supervisor (see Responsibilities) will require during the annual inspection of energy control procedures that: (1) where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected; (2) where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure being inspected, and the limitations of tagout systems as outlined below under training; (3) certification that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, the person

performing the inspection and that employee training has been accomplished and is being kept up to date. The Supervisor will maintain records of such inspections and certification.

Training. The supervisor of authorized and affected employees will provide training to ensure that the purpose and function of the energy control program are understood by employees. The training shall include the following: (A) Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control; (B) Each affected employee shall be instructed in the purpose and use of the energy control procedure; (C) All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

When tagout systems are used, employees shall also be trained in the following limitations of tags: (A) Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock; (B) When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated; (C) Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective. Thus, only appropriate tags supplied by Facilities Management (stockroom will be used. (D) Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program; (E) Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

Supervisors will provide for employee retraining. Such training shall include: (A) Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures. (B) Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever the supervisor has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures. (C) The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

The supervisor shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training. Supervisors will maintain written documentation of the certification.

Notification. Affected employees shall be notified by the authorized employee of the application and removal of lockout devices or tagout devices. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment.

Performing Lockout/Tagout

The established procedure for the application of energy control (implementation of lockout or tagout system procedures) shall cover the following elements and actions and shall be done in the following sequence;

1. Preparation for shutdown. Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.
2. Machine or equipment shutdown. The machine or equipment shall be turned off or shut down using the procedures required by this policy. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of equipment deenergization.
3. Machine or equipment isolation. All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).
4. Lockout or tagout device application. (i) Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees. (ii) Lockout devices, where used, shall be affixed in a manner so that it will hold the energy isolating devices in a "safe" or "off" position (iii) Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.

Caution: At the Health Center the lockout/tagout devices will be identified with the hand printed name and department of the employee applying the lock or tag. Only the unique tags as supplied by Facilities Management will be used. In order to provide such information and warning message such a tag will also be completed and affixed to each lock.

(A) Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached. DANGER! Only the Office of Research Safety can approve tagout procedures when lockout capabilities exist for the equipment.

(B) Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

5. Stored energy. (i) Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe. (ii) If there is a possibility of reaccumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.
6. Verification of isolation. Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee shall verify that isolation and deenergization of the machine or equipment have been accomplished.

Release from lockout or tagout.

Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:

1. **The machine or equipment.** The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.
2. **Employees.** (i) The work area shall be checked to ensure that all employees have been safely positioned or removed. (ii) Before lockout or tagout devices are removed and before machines or equipment are energized, affected employees shall be notified that the lockout or tagout devices have been removed.
3. **Lockout or tagout devices removed.** Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device . **Exception to paragraph (3):** When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the supervisor, provided that specific procedures and training for such removal have been developed, documented and incorporated into the energy control program. The supervisor shall demonstrate that the specific procedure provides equivalent safety to the removal of the device by the authorized employee who applied it. The specific procedure shall include at least the following elements: (i) Verification by the employer that the authorized employee who applied the device is not at the facility; (ii) Making all reasonable efforts to contact the authorized employee to inform his/her that his/her lockout or tagout device has been removed; and (iii) Ensuring that the authorized employee has this knowledge before he/she resume work at that I facility.
4. Reenergization shall not be done until such time the supervisor verifies all individuals are clear.

Additional requirements.

1. Testing or positioning of machines, equipment or components thereof. In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed in accordance with the procedures in this policy: (i) Clear the machine or equipment of tools and materials, (ii) Remove employees from the machine or equipment area in accordance with paragraph (e)(2) of this section; (iii) Remove the lockout or tagout devices as specified in paragraph (e)(3) of this section; (iv) Energize and proceed with testing or positioning; (v) Deenergize all systems and reapply energy control measures in accordance with this policy to continue the servicing and/or maintenance.
2. Outside personnel (contractors, etc.). (i) Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site supervisor and the outside employer shall inform each other of their respective lockout or tagout procedures. (ii) The on-site supervisor shall verify that his/her personnel understand and comply with restrictions and prohibitions of the outside employer's energy control procedures. (iii) Facilities representative shall be informed prior to work.
3. Group lockout or tagout. (i) When servicing and/or maintenance is performed by a crew, craft, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device. Group lockout or tagout devices shall be used in accordance with the energy control program procedures previously described in this policy including, but not necessarily limited to, the following specific requirements:

- A. Primary responsibility is vested in an authorized employee for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock);
 - B. Provision for the authorized employee to ascertain the exposure status of individual group members with regard to the lockout or tagout of the machine or equipment and
 - C. When more than one crew, craft, department, etc. is involved, assignment of overall job-associated lockout or tagout control responsibility to an authorized employee designated to coordinate affected work forces and ensure continuity of protection; and
 - D. Each authorized employee shall affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when he/she begins work, and shall remove those devices when he/she stops working on the machine or equipment being serviced or maintained.
4. **Shift or personnel changes.** Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout devices between off-going and on-coming employees, to minimize exposure to hazards from the unexpected energization, start-up of the machine or equipment, or release of stored energy.

Note: The following Appendix is a non-mandatory guideline to assist supervisors and employees in complying with the requirements of this policy.

Example Lockout/Tagout Procedure for UCHC Operations

General:

Lockout is the preferred method of isolation machines or equipment from energy sources. This procedure may be used when there are limited number or types of machines or equipment or there is a single power source. For more complex systems, a more comprehensive procedure will need to be developed by the user, approved by the Office of Research Safety.

This procedure establishes the minimum requirements for the lockout or tagout of energy isolating devices. It shall be used to ensure that the machine 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 energization, start-up or release of stored energy could cause injury such as electrical shock, mechanical trauma, amputation, etc.

Responsibility:

Appropriate employees (including all in Facilities Management, Copy Center, Fire Department, Clinical Engineering, and Bioengineering) shall be instructed in the safety significance of the lockout (or tagout) procedure. In Facilities Management only a shop supervisor or above or an employee so trained by such an individual and lockout or tagout such machinery, equipment and place back into service/energize such machinery, equipment, etc. For the other functions mentioned the supervisor, or individual(s) designated and trained by the supervisor are responsible for lockout/tagout procedures. The Office of Research Safety can assist such with formal training efforts. Additionally every employee will be briefed on how to recognize the lockout devices and tags used by the Health Center and the requirement that such equipment shall not be started when so tagged and the fact that the lock/tag must be removed only by the individual placing the lock/tag on the equipment. Each new or transferred affected employee must be instructed in the purpose and use of lockout or tagout procedure.

Preparation for Lockout or Tagout:

Make a survey to locate and identify all isolating devices to be certain which switch(s), valve(s) or other energy isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved. In addition to electrical hazards including stored electrical energy (capacitors, batteries, etc.) and mechanical energy to include the change of position of an item because of the rotation of a cam, etc., potential energy in the form of raised objects that could drop, springs and thermal energy (steam lines) and pressure.

Sequence of Lockout or Tagout System Procedure:

1. Notify all affected employees that a lockout or tagout system is going to be utilized. The employee physically locking/tagging out shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the associated hazards.
2. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.)
3. Operate the 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 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 repositioning, blocking, bleeding down, etc.

4. Lockout and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s). Lockout will always be used when the system has been designed to allow lockout. This would apply in the case of most electrical throw boxes and even with valves that could be locked out with chains.
5. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate (Type(s) of Equipment checked to ensure disconnections).

CAUTION: Return operating control(s) to "neutral" or "off" position after the test.

6. The equipment is now locked out or tagged out.

Restoring Machines or Equipment to Normal Production Operations:

1. After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout or tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

Procedures Involving More Than One Person:

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lockout device or tagout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet (Name(s)/Job Title(s) of employees authorized for group lockout or tagout.

Shift Change Procedures:

When work has not been completed during the normal shift and/or an employee must leave the area without completing the work the machine/equipment will remain in a lockout/tagout state until the individual affixing the lock/tag returns or will be restored to operation following the procedures outlined above.

CAUTION: The equipment may only be restored to operation if the machine/equipment can safely be restored.

If new personnel or new shift personnel must continue servicing the machine/equipment, their individual locks/tags should be applied in accordance with this procedure.

**Procedure Documentation Form
Lockout/Tagout**

Entry No.	<u>(Description)</u>
1.	Name of Company
2.	Type(s) and Magnitude(s) of energy and hazards
3.	Name(s)/Job Title(s) of employees authorized to lockout or tagout
4.	Name(s)/Job Title(s) of affected employees and how to notify
5.	Type(s) and Location of energy isolating means
6.	Type(s) of Stored Energy - methods to dissipate or restrain
7.	Method(s) Selected i.e., locks, tags, additional safety measures, etc.
8.	Type(s) of Equipment checked to ensure disconnections
9.	Name(s)/Job Title(s) of employees authorized for group lockout or tagout