

Lockout/Tagout

PURPOSE

The purpose of the Lockout/Tagout program is to ensure that all authorized personnel are familiarized with the general principles and lifesaving merits of “Lockout/Tagout”. 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.

COMPLIANCE

All Advanced Excavating Specialists and Five Rivers Construction 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 which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

PROCEDURE

An effective Lockout/Tagout program orientation training course will be provided by Supervisory personnel prior to initial assignment and re-training when job specific conditions change.

The training program conducted by supervisory personnel will address the following:

- 1) Recognition of hazardous energy sources, type, and magnitude of hazardous energy available, methods and means necessary for energy isolation and control.
- 2) Each authorized employee shall receive proper training.
- 3) All affected employees are instructed in the purpose and use of the energy control procedure. Any other employees whose work operations are or may be in an area where energy control procedures may be utilized will be trained.
- 4) Tags are never to be ignored or defeated in any way and can only be removed by an authorized representative.
- 5) Employees will be retrained when there is a change in job assignments, in machines, a change in the energy control procedures, or a new hazard is introduced.

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- 6) Potential Energy may include any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
- 7) If an energy source can be locked out the method utilized shall be a "Lockout Device": A device that utilizes a lock, either key or combination to hold an energy isolating device in a safe position.
- 8) If an energy source cannot be locked out then the method utilized shall be a "tagout Device": A warning tag (weather and chemical resistant) standardized in size, color, with wording warning of hazardous energy, i.e.; (Do Not Start)(Do Not Open)(Do Not Close)(Do Not Energize)(Do Not Operate). (Tags are warning devices and do not provide physical restraint). A tag shall not be removed without proper authorization. The tag is never to be ignored or defeated in any way.
- 9) Lockout and tagout devices shall include the name and contact information of the employee applying the device.
- 10) Reviews and inspections will be documented at least annually by a supervisor to ensure that procedures and requirements are being followed.
- 11) 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 methods or means to control the energy.
- 12) The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.
- 13) 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.
- 14) Affixing Lockout/Tagout Devices
 - a. Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.
 - b. Lockout devices, where used, shall be affixed in a manner that will hold the energy isolating devices in a safe or off position.
 - c. 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.

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

15) Isolating Energy after Lockout/Tagout

- a. Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained & otherwise rendered safe.
- b. If there is a possibility of re-accumulation of stored energy levels, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer **exists**.

16) Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employee shall verify that isolation and de-energization of the machine or equipment have been accomplished.

17) When testing machines, a trained supervisor shall document and shall clear away tools; remove employees; remove the Lockout/Tagout device; energize & proceed with testing; de energize & reapply control measures.

18) Every attempt shall be made to locate and educate all workers from different shifts, crafts, companies etc. that may come into the operating area controlled by our Lockout/Tagout Program.

19) A supervisor will ascertain the exposure status of individual group members. Each employee shall attach a personal lockout or tagout device to the group's device while he/she is working and then removes it when finished. During shift change or personnel changes, supervisors will observe the procedures to ensure the continuity of lockout or tagout procedures. A logbook will be kept of these lockout tagout shift and personnel changes.

20) While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been deenergized, the circuits energizing the parts shall be locked out, tagged or both.

21) Retraining is required when there is a change in job assignments, in machines, a change in the energy control procedures, or a new hazard is introduced. All training

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and or retraining will be documented, signed & certified.

For other rules and regulations regarding Lockout/Tagout Control of Hazardous Energy, please refer to the Construction Safety Standard, Chapter 296-803-100 WAC, through, Chapter 296-803-800 WAC.