HASKELL
CORPORATION

THE CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)

Lockout / Tagout ensures that machinery or equipment is isolated, de-pressurized, or de-energized from potential energy sources before you begin work on them. This applies to activities such as but not limited to, erecting, installing, constructing, repairing, adjusting, inspecting, cleaning, operating or maintaining equipment. It also applies to energy sources such as, but not limited to, electrical, mechanical, hydraulic, pneumatic, chemical, radiation, thermal, compressed air, energy stored in springs and potential energy from suspended parts (gravity).

1. Locks and/or tags should be assigned to and used by each Supervisor and each affected employee. Each employee will be responsible for placing his/her own lock and or tag, so the a system cannot become pressurized, valves, controls or electrical systems cannot be operated. I piping systems, a blind acts as an isolation point. Tags must be hung from the isolation blind for the system to be worked on. You are responsible for the removal of your own lock/tag at the end of shift or completion of job. Never remove another person's lock/tag. When tags are being used be aware that this is a warning device only and does not provide physical restraint. Tags are never to be ignored or defeated in any way.

2. Pre-plan the operation to assure notification of all affected parties. If the controls are so located that only one lock can be accommodated and more than one lock is required, a multiple lockout device should be used.

3. Before allowing work to begin in the immediate vicinity of mechanical equipment, electrical circuits and/or vessels or pipes containing chemicals or pressurized fluids, the main switch, and/or valve for the given unit, circuit, or pipe must be de-energized and locked out in a safe position and tagged accordingly. The purpose of the tag is to identify the individual who must authorize the removal of the safety precaution.

4. All personnel, who have a need to use the lockout/tagout, should add their lock and or tag, to the source, or the multiple lockout box and make every effort to **verify the equipment and circuits have been de-energized.**

5. When work extends beyond one shift on which the lockout/tagout was placed, they should be removed by the outgoing employees and replaced by the incoming employees placing new tags and/or locks on the system. It is the responsibility of the on-coming employee performing the work to determine that the piece of equipment or circuits are, in fact, de-energized.

6. Supervisors, who finish their work assignments before the job is completed, should each remove their own lock and tag. When the entire job is finished the last lock and tag should be removed. The individuals placing them should only remove locks and tags.

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Multiple (Complex) Lockout Procedures

If controls are so located that only one company lock can be accommodated or the equipment requires multiple locks and tags to de-energize the system, the following steps will be taken.

1. The initial supervisor assigned to the project should assume the responsibility of Lockout Coordinator. The Lockout Coordinator should walk the entire system with the client/customer and install the number of contractor lockout locks and tags (after the client has first installed their locks), to ensure 100% zero mechanical state has been achieved.

2. The keys from these locks should be placed in a “Satellite” lock box and secured with the Supervisor’s (Lockout Coordinator’s) lockout lock and tag.

3. As assigned, each and every person should attach his/her individual lock/tag to the lock box while work is performed, and remove his/her lock and or tag as work is completed.

Removing an Abandoned Lock or Tag

If a lock and/or tag has been left on equipment and the employee has left the site, the locks or tags may be removed by the following if the equipment needs to be re-energized.

1. The employee may be called in to remove the lock and tag.

2. The supervisor may remove the lock if it is verified that the employee has left the site, and after checking the equipment and ensuring that all personnel are clear of the equipment and it is safe to restart.

3. The employee whose lock and /or tag have been removed **must** be notified by his/her supervisor of the removal **before** being released for work.

I _____have completed the above training and understand the requirements and responsibilities. I understand that failure to follow the above procedures can possibly cause injury to others or myself and may be cause for dismissal.

_____ _____
Employee Signature Date

_____ _____
Trainer Date