

LOCKOUT POLICY AND PROCEDURE FOR LOGGING

LOCKOUT POLICY:

No worker will conduct repairs, maintenance or cleaning of machinery or equipment without controlling all forms of energy. A zero-energy state will be achieved before a worker enters a danger zone, and no entry of a danger zone is permitted without a proper shutdown and/or lockout.

PROCEDURES:

Responsibilities

The supervisor will orient all employees in this lockout policy & appropriate procedure(s) when hired or any time they transfer to another job. They will also be shown where to find the main power sources to properly lock out the equipment, be provided with or made aware of the location of locks and related lockout equipment and must demonstrate a proper lockout.

Supervisor is responsible for checking that lockouts are done properly.

Each worker will be responsible for following all established lockout procedures at all times.

Lockout violations are subject to disciplinary action.

General Lockout Procedures

- 1 Park equipment on solid level ground by lowering all attachments to the ground or by solidly blocking and supporting in an elevated position. If it is not possible to park on level ground, block machine to prevent movement.
- 2 Shut down equipment following manufacturer’s specifications, apply locking mechanisms, shut off engine and verify zero-energy state has been achieved.
- 3 Turn off ignition switch, remove key, keeping it in a secure location, and turn master switch off.
- 4 Apply lockout tags and engage locking device to ensure that the equipment cannot be inadvertently energized.
- 5 When work is complete, clean up all tools, replace all guards and ensure no one is in the danger area.
- 6 Unlock power sources and return to work.

Specific Lockout Procedures

1. If the engine needs to be running for maintenance purposes, written non-routine lockout procedures must be followed by trained personnel.
2. Lockout tags and locking devices are to be removed only by the person installing these items and only after ensuring that all personnel and equipment are clear of the danger zone.
3. A supervisor or other trained competent person may remove another person’s lockout tag and device only after it has been confirmed that this person is not in the danger zone.
4. Machine-specific lockout procedures may be necessary for specific machinery where unique lockout requirements must be met.

Procedure approved: _____

Created: _____

Revised: _____