

**DRAFT  
SAMPLE WRITTEN**

# **LOCKOUT/TAGOUT PROGRAM**

**For Compliance With**

**Wyoming General Rules and Regulations**

**1910.147**

Wyoming Department of Workforce Services  
OSHA Division  
Consultation Program

## ACKNOWLEDGEMENTS

This material was compiled by the staff of the Wyoming OSHA Consultation Program.

**NOTE: this sample plan is provided only as a guide to assist in complying with Wyoming OSHA's General Rules and Regulations. It is not intended to supersede the requirements detailed in the standards. Employers should review the standard for particular requirements which are applicable to their specific situation. Employers will need to add information relevant to their particular facility in order to develop an effective program. Employers should note that certain programs are expected to be reviewed at least on an annual basis and updated when necessary.**

This material and Safety and Health Consultation Services are provided free of charge to owners, proprietors, and managers of small businesses, by the Wyoming Department of Workforce Services, OSHA Division, a program funded largely by the Occupational Safety and Health Administration (OSHA), an agency of the U.S. Department of Labor.

The information contained in this document is not considered a substitute for any provision of the standard.

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## **GENERAL INFORMATION FOR DEVELOPING A LOCKOUT / TAGOUT PROGRAM**

The lockout/tagout (control of hazardous energy) program covers any work, servicing, or maintenance of/on machines and equipment in which the unexpected start up or energization of the machine or equipment, or the release of stored energy, could cause injury or death. Examples of such energy include electrical, air pressure, hydraulic pressure, chemical, thermal, or springs under tension. If an energy control switch/valve can be locked out, then lockout procedures must be used. Otherwise, a tagout system must be used.

This program does not apply to cord and plug connected equipment if the plug is unplugged and controlled by the employee performing the maintenance, or to hot tap work. Also, normal production operations are not covered unless a guard/safety device is removed or the employee is exposed to a point-of-operation hazard.

Employers must establish a program consisting of written lockout/ tagout procedures, employee training, and periodic inspections.

- a. Written lockout/tagout procedures for controlling hazardous energy must be developed and used (See exemption below). These procedures must clearly outline the scope, purpose, authorization, rules, techniques to be utilized, and means to enforce compliance, for the lockout/tagout procedure. They must be specific for each affected machine/equipment, and outline specific procedural steps for shutting down and/or isolating the machine from its energy source, specific steps for applying and removing the lock(s) or tag(s), and specific steps for verifying the effectiveness of the isolating measures. Inherent to these procedures is identifying the sources of energy.
- b. Employees must be trained to ensure they understand the purpose and function of the program, that they can recognize applicable lockout/tagout situations, and that they have acquired the knowledge and skills required for applying, using, and removing the lock(s) and tag(s).
- c. The employer must conduct at least an annual inspection of each specific written lockout/tagout procedure to ensure that the procedure and the requirements of the standard are being met. An inspection certification must identify the machine/equipment, date of inspection, employees included in the inspection, and the person performing the inspection.

Lockout and tagout devices will be singularly identified, used only for this purpose, and will be durable, standardized, substantial, and identify the employee applying the lockout.

Exemption: Certain single-energy-source equipment can be exempted from the written

procedures requirement but only if eight specific conditions are met. Written procedures are not required for a particular machine or equipment, when all of the following elements exist: (1) There is no potential for stored or residual energy or re-accumulation of stored energy after shut down; (2) there is only a single energy source which can be readily identified and isolated; (3) the isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment; (4) the energy source is isolated 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 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 re-energization of the machine or equipment during servicing or maintenance.

### **Basic Steps for Lockout/Tagout**

To remove energy:

1. Notify all affected employees.
2. Shut down using normal stopping procedures.
3. Isolate from all energy sources.
4. Lockout (or tagout) from energy source(s).
5. Release or restrain stored/residual energy.
6. Verify isolation.

To restore energy:

1. Check the machine: remove nonessential items; components operationally intact, and guards installed.
2. Affected employees notified and clear.
3. Verify controls are in neutral position.
4. Remove lockout and reenergize. **Except in emergencies, only the person who attached the lockout device may remove it!**

References: 1910.147 and 1910.333(b)

### **Employers Action with This Program**

Please review the sample Lockout/Tagout Program on the following pages. It must be adapted to your particular business and/or situation. For example, you may wish to designate only certain persons or positions to perform your lockout procedures, i.e., equipment or facility maintenance personnel. Or specify additional steps not included here. It's **your** program - make it work for you.

# **SAMPLE LOCKOUT/TAGOUT PROGRAM**

## **Policy**

It is this company's policy that before any work or maintenance is performed on any machine, equipment, tool, or electrical system, that they are made totally safe before work starts by removing any source of energy or power to them.

The Lockout/Tagout Program provides for a safe method of working on, near, or in machinery or equipment that can cause serious injury. This program 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 with This Program**

It is the responsibility of each employee: 1) to comply with the restrictions and limitations imposed upon them during the use of lockout; 2) to perform the lockout in accordance with this procedure; and 3) upon observing a machine or piece of equipment which is locked out for servicing or maintenance to not attempt to start, energize, or use that machine or equipment. Any employee who does not follow this lockout/tagout program may be subject to disciplinary action to include suspension or termination.

In the event that a particular assignment makes it impractical to follow all the provisions of this program, the supervisor directing the work activities will be notified immediately and before work starts.

## **Plug and Cord Connected Equipment**

Before any work or maintenance is performed on plug-and-cord connected equipment, either portable or fixed, employees will unplug the equipment from its power source (This includes blade change out on any power saw), or, lockout the power source. If you are unable to maintain control of, or are out of sight of, the plug before maintenance is complete, attach a lockout or tag to the plug.

## **Interlocks**

Interlocks will not be relied on for safety or to meet the requirements for lockout. The equipment or machinery must be locked out individually.

## Sequence of Lockout

(1) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out.

(2) For the machines or equipment listed below (which have more than one source of energy requiring lockout), refer to the attached machine/equipment-specific procedures for the specific procedures to be followed for locking-out the machine or equipment. Those machines or equipment with specific procedures are:

- |    |    |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

**(The intent here is for you to develop machine-specific procedures, required for multiple energy source equipment, and attach them to this program.)**

(3) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop/off button, open switch, close valve, etc.).

(4) De-activate the energy isolating device(s) (main switch, circuit breaker, flow/control valve, etc.) so that the machine or equipment is isolated from the energy source.

(5) Lockout the energy isolating device(s) with assigned individual lock(s). If more than one person is exposed to the hazard or is working on the machine or equipment, each person must attach their individual lock. Only the person who attaches the lock is authorized to remove their lock.

(6) Dissipate or restrain any stored or residual energy (such as that in capacitors, springs, elevated machine member, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, etc.) by such actions as grounding, repositioning, blocking, bleeding down, etc.

(7) Ensure that the machine or equipment is disconnected from the energy source(s) by first checking that no persons are exposed, then verify the machine or equipment is isolated by operating the push/on button or other normal operating control(s) or by testing to make certain the machine or equipment will not operate. Return operating controls to neutral or off position after verifying the isolation of the machine or equipment. For any electrical work, voltage checks will be made of any circuit elements and electrical parts on which work is to be performed and any exposed adjacent parts.

(8) The machine or equipment is now locked out, and servicing or maintenance may proceed.

## Restoring the Machine or Equipment to Service

When the servicing or maintenance is complete and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

To restore energy:

- (1) Check the machine, make sure nonessential items are removed from the machine, all components are operationally intact, and all guards are installed.
- (2) Clear the work area and notify all affected employees that the lockout/tagout is going to be removed.
- (3) Verify that the controls are in the neutral position.
- (4) Remove the lockout/tagout device and reenergize the equipment. **Except in emergencies, only the person who attached the lockout device may remove it!**
- (5) Notify affected employees that servicing or maintenance is complete and the machine is ready for use.

## Training

Lockout/Tagout training will be conducted for all employees who are required to perform work on any equipment as referenced in this program. The training will address all components and procedures of this program. It will include methods to ensure employees understand the purpose and function of the program, that they can recognize applicable lockout/tagout situations, and that they have acquired the knowledge and skills required for applying, using, and removing the locks and tags.

## Assessment

Each machine/equipment-specific lockout procedure must be assessed at least annually to ensure that the procedure remains valid or if any changes are warranted. This assessment must be machine-procedure specific and be documented.

NOTE: Use this form for specific Machines as needed:

Department Work Area:	Equipment/Machine:	Process:
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Description (Equipment/Machine/Process):

Energy Sources (type/magnitude):

**ENERGY ISOLATION DEVICES**

No.#	Device	Location	Lockout/tagout Means	Comments	Locked Tagged

**STORED/RESIDUAL ENERGY**


Comments:

Completed By:	Date:	Authorized By:	Date:
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### SAMPLE LOCKOUT/TAGOUT AUDIT

DATE:	DEPT:	MACHINE/EQUIPMENT:
Name of employee(s) using lockout/tagout		Serial number of lock(s) being used on lockout
Message on tag used with lock _____ _____ _____		
Were there more than one employee working on the equipment which was locked? Explain _____ _____		
Were there locks being used for each employee? Explain _____ _____ _____		
Reason for using lockout/tagout procedure: _____ _____		
Has proper procedures been used in lockout/tagout shutdown? Yes ___ No ___ Explain _____		
Interview with employees next to operation being locked or tagged out? Comments: _____ _____		
Has proper procedure been used in lockout/tagout startup? Yes ___ No ___ Explain _____ _____ _____		
When was the last time the employee was trained on lockout/tagout procedures? _____ _____		

Signature \_\_\_\_\_  
 (Inspector)