

## LOCKOUT/TAGOUT PLAN FOR:

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

This written procedure establishes the minimum requirements for the lockout/tagout of energy-isolating devices whenever maintenance or servicing is done on machinery/equipment. It will be used to ensure the machinery/equipment is stopped, isolated from all potentially hazardous energy sources, and locked/tagged out before service or maintenance. This will be done any time the unexpected energization or start up of the machinery/equipment or release of stored energy could cause injury.

### PLAN MANAGEMENT

It will be the responsibility of the \_\_\_\_\_ in this facility to ensure the provisions of this plan are implemented, maintained, and enforced. Individuals not following these procedures are subject to disciplinary actions.

### TRAINING

The \_\_\_\_\_ will be responsible for ensuring authorized and affected individuals receive the lockout/tagout training required per WAC 296-803. Lockout/tagout training will be recorded as HRDIS Code 01 07 SDGG. The Lockout/Tagout Plan Manager will maintain the training records as long as the machinery/equipment or system is in use and/or on-site.

### PROCEDURES FOR LOCKOUT

**Note:** Similar machines and equipment may be covered by a single written procedure if all of the following apply:

- They have the same type and magnitude of energy,
- They have the same or similar types of controls, and
- The specific machinery/equipment covered by the procedure is identified by type and location.

Machinery/equipment description and location:

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Hazardous energy type(s) and magnitude(s):

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Type(s) of stored energy and method to dissipate/restrain:

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Lockout method and device location for each type of energy:

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Type(s) of equipment checked to ensure de-energization:

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Name(s) of authorized employee(s)/contract staff:

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Name(s)/job titles(s) of affected individuals and how to notify them before lockout/tagout and unlock:

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**Prior to lockout/tagout of a machine, the authorized employee/contract staff for the machinery/equipment will:**

1. Notify affected individuals machinery/equipment will be locked/tagged out.
2. Refer to this procedure to identify type and magnitude of energy the equipment uses, understand hazards of the energy, and be knowledgeable in the methods to control the energy.

**During the lockout/tagout sequence, the authorized employee/contract staff will:**

1. Shut down the machine or equipment, if operating, by the normal stopping procedure.
2. Dissipate or restrain by methods such as grounding, repositioning, blocking, or bleeding down stored or residual energy (e.g., in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam, or water pressure).
3. Deactivate and lockout/tagout the energy isolating device(s) to isolate machine/equipment from energy source(s) with assigned individual lock(s), tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, flanges, or cribbing. Locking mechanisms will be affixed in a manner that will hold the energy isolating device in a safe (i.e., off) position.
4. Ensure the machine/equipment is disconnected from the energy source(s). After first checking that no individuals are exposed, check the isolation of the machine/equipment by operating the push button or other normal operating control(s), or by testing to make certain the equipment will not operate.

**CAUTION:** Return operating control(s) to neutral or "off" position after verifying the isolation of the machine or equipment.

5. Test and position machinery/equipment.
  - a. In situations when lockout/tagout devices must be removed temporarily for testing or positioning, follow the established procedures for removing the lockout/tagout devices.
  - b. Operate the machinery/equipment or system as necessary, then reapply all lockout/tagout devices following the established procedure.
  - c. Verify all energy sources have been isolated and stored or residual energy has been dissipated by attempting to start the machinery/equipment.
  - d. When verification process is complete, continue with repairs or maintenance.

**When restoring machinery/equipment to service after servicing or maintenance is completed, the authorized employee/contract staff will:**

1. Check machinery/equipment and immediate area to ensure non-essential items have been removed and components are operationally intact.
2. Check work area to ensure all individuals are safely positioned.
3. Verify the controls are in neutral/off.
4. Remove lockout/tagout device(s) and re-energize machine or equipment.
5. Notify affected individuals that equipment is ready for use and inform them of the following:
  - a. Tags have limitations – warning program devices do not provide physical restraint.
  - b. Tags are to be removed only by the authorized employee/contract staff who placed them on the machinery/equipment. No one is authorized to bypass, remove, or ignore a tag. The authorized employee/contract staff using the tag will print his/her name plainly on the tag being used.
  - c. Tags must be legible, standardized, and purpose understood by all.
  - d. Tagout devices will be affixed at the same location as would a lock if such fittings are provided, or in a manner that clearly indicates movement of the isolating device is prohibited.
  - e. Tags must be durable and able to withstand the elements and environment to which they are exposed. Only authorized and/or facility-provided tags will be used.
  - f. Tags must be securely attached to any isolating devices so they cannot be accidentally detached. Only the attaching means provided by the maintenance section will be used. Tagout devices having reusable, non-locking, and easily detachable means of attachment (e.g., string, cord, adhesive) are not permitted.

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

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