

Lock-out / Tag-out Program (LOTO) (29 CFR 1910.147)

August 24

2020

Program Statement

A & L
Cesspool
Service Corp.

A & L Lock-out Tag-out Program (LOTO)

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Technical Material

Energy Source Evaluation

Specific Energy Control Procedures (Blank)

Periodic Inspection Sheet

Hazardous Energy Control Procedures (Blank)

LOTO Practices CFR: 20111910

OSHA LOTO Standard: Publication: Control of Hazardous Energy Pub: 3120

[http://www.deenergize.com/bin/Control_of_Hazardous_Energy - Lockout_Tagout \(OSHA\).pdf](http://www.deenergize.com/bin/Control_of_Hazardous_Energy - Lockout_Tagout (OSHA).pdf)

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A & L LOTO Training Outline

Training Checklist

Training Outline

LOTO De-energization Maps

A & L Lock-out Tag-out Program (LOTO)

Policy Statement

It shall be the policy of the company to attempt to provide a safe environment for our workers and the community to which we all belong.

Lock-out Tag-out Program (LOTO)¹

The company LOTO is designed to address the company policy by:

- 1) Creating a program that conforms to regulatory standards;
- 2) Educating all personnel about the program;
- 3) Enforcing the program and compliance standards.

Vision

An accident and incident free environment.

Mission

Make safety a habit.

Objectives

- 1) Deploy a training program;
- 2) Monitor, record and report program compliance;
- 3) Evaluate performance;
- 4) Correct any deficiencies.

Dominick Forte
Principal

Date

¹ This document is the newest revision of the Company's Confined Space Entry Program.

A & L Lock-out Tag-out Program (LOTO)

Program Statement

Program Overview

OSHA administers a federally required Lock-out Tag-out (LOTO) program under 29 CFR 1910.147, which requires the company to incorporate the following:

- 1) Create a LOTO Program;
- 2) Determine which are the affected employees;
- 3) Have the affected employees trained and certified;
- 4) Determine affected job sites;
- 5) Obtain and deploy related safety equipment;
- 6) Employ proper LOTO controls;
- 7) Monitor and evaluate program compliance;
- 8) Maintain appropriate records.

Program Scope

All personnel working in the plant and who are engaged in certain processes and tasks (as outlined in the table below) must be enrolled in the company's LOTO safety program.

Non-trained and non-certified personnel "may not" volunteer to perform maintenance on any equipment they are not LOTO trained in. No supervisor may incentivize or reward non-certified personnel to perform maintenance of equipment or machinery. No supervisor may discipline non-certified personnel for refusing to perform maintenance on equipment or machinery.

Personnel participating in the program do so at no cost to themselves. The expense associated with training, medical evaluations and equipment will be borne by the Company.

Table 1: Special Work Processes Assessment

PROCESS	ACTION
Oil Recycling	NEVER SERVICE ANY EQUIPMENT OR PERFORM MAINTENANCE WHILE WEARING RESPIRATION EQUIPMENT.
Vehicle Repair	Always chock, depower, remove key, insert key stud, tag and engage battery cut-off or de-cable battery.

Program Application

Effective hazardous energy control procedures required by 29 CFR 1910.147 will protect employees during machine and equipment servicing and maintenance where the unexpected energization, start-up or release of stored energy could occur and cause injury, as well as while working on or near exposed de-energized electrical conductors and parts of electrical equipment.

While any employee is exposed to contact with parts of fixed electrical equipment or circuits that have been de-energized, the circuits energizing the parts shall be Locked-out and tagged in accordance with the requirements of 29 CFR 1910.333.

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Only when disconnecting means or other devices are incapable of being Locked-out will a Tag-out procedure (without Lock-out), be utilized.

This program applies to all personnel who required to service or repair machinery, devices or powered tools during normal work operation. This includes all personnel performing:

- 1) Oil Recycling; and
- 2) Vehicular repair.

All personnel working in these areas and engaged in certain processes and tasks (as outlined in the table below) must be enrolled in the LOTO Program.

Non-trained and non-certified certified personnel “may not” volunteer to perform LOTO. No Supervisor may incentivize or reward non-certified Personnel to LOTO.

Personnel participating in the LOTO program do so at no cost to themselves. The expense associated with training, medical evaluations and LOTO equipment will be borne by the Company.

Program Implementation

Program Management

In order to evaluate the effectiveness and to monitor the implementation of this safety program, a Program Committee shall be established.

The committee (**See Addendum B. (The Program Committee)**) shall be appointed by the safety committee president and shall be comprised of the following:

Program Manager (PM):	A principal of the company;
Program Supervisor (PS):	a principal of the company;
Program Coordinator (PC):	the company safety coordinator.

Program Management Responsibilities

Program Manager

- 1) Understand applicable municipal regulations pertaining to the assigned program;
- 2) Designate program priorities using regulatory standards and job related safety concerns;
- 3) Evaluate the program statement for its compliance with regulatory standards and its applicability to job related safety concerns;
- 4) Monitor compliance with the program, enforce the program standards, sanction those not in compliance and evaluate program effectiveness;
- 5) Assign the PS;
- 6) Ensure the appropriate resources are available to implement the program effectively;
- 7) Identify work areas, processes or tasks that present potential hazards;
- 8) Properly certify hazard areas for entry level (Full or Alternate), access and work;
- 9) Ensure proper entry is conducted;

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- 10) Select and monitor LOTO equipment use to ensure proper deployment, maintenance, cleanliness, warranties;
- 11) Ensure selected employees are available for LOTO training;
- 12) Monitor LOTO certifications;
- 13) Ensure proper LOTO PPE storage procedures;
- 14) Administer and coordinate any medical surveillance responsibilities of the LOTO.
- 15) Ensure the PC has the appropriate resources to coordinate the program;
- 16) Participate in employee training;
- 17) Review contractor credentials and ensure contractor compliance with program standards;
- 18) Audit program record keeping;
- 19) Direct the PS to assist as necessary.

Program Supervisor

Assist the PM with all responsibilities above.

Program Coordinator

- 1) Understand applicable municipal regulations pertaining to the assigned program;
- 2) Draft and publish the program statement;
- 3) Coordinate employee training;
- 4) Monitor compliance with the program, enforce the program standards, report non-compliance and evaluate program effectiveness;
- 5) Keep program records and arrange for compliance reporting to regulators.

Program Compliance

Compliance Statement

Compliance with safety programs is a requirement for employment.

Affected and Covered Employees

All Plant personnel including garage mechanic;
Any other employee assigned to perform maintenance.

Compliance Responsibilities

Supervisors

- 1) Become aware of municipal regulation and be thoroughly familiar with program policy;
- 2) Contribute suggestions to the program;
- 3) Train subordinate employees on the standards;
- 4) Lead-by-example;
- 5) Report accurately and truthfully all program non-compliance;
- 6) Cooperate fully and truthfully in all safety investigations;

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- 7) Enforce program compliance.

Employees

- 1) Become aware of municipal regulation and be thoroughly familiar with program policy;
- 2) Contribute suggestions to the program;
- 3) Train subordinate employees on the standards;
- 4) Report accurately and truthfully all program non-compliance;
- 5) Cooperate fully and truthfully in all safety investigations.

Contractors

- 1) Become aware of municipal regulation and be thoroughly familiar with program policy;
- 2) Submit Scope of Work documentation;
- 3) Submit credentials for examination;
- 4) Report all program non-compliance;
- 5) Cooperate fully and truthfully in all safety investigations.

IDLH Procedures

OSHA defines an Immediate Danger to Life or Health (IDLH) condition as:

“Any condition that poses an immediate or delayed threat to life or (... any condition) that would cause irreversible adverse health effects or (... any condition) that would interfere with an individual's ability to escape...”

At no time shall any person:

- 1) Be exposed to any IDLH hazard without the proper training, certification, evaluation and PPE;
- 2) Under the age of 18 be allowed to operate any energized machine or equipment;
- 3) Other than certified and affected employees participate in a LOTO operation.

Every maintenance situation should be treated as an “Immediately Dangerous to Life or Health (IDLH)” condition. The purpose of this program is to ensure that all Company Personnel are protected from exposure to the hazards associated with these situations.

Not engaging in maintenance or service operations involving these situations are the first line of defense at A & L Cesspool (A & L); however, these measures are not always required or are not always feasible for some of our operations. In these situations, appropriate LOTO Equipment and procedures must be used. The work processes requiring special procedures at A & L are outlined in this program.

Some Personnel have expressed a desire to wear respirators during certain operations that do not require protection. As a General policy, A & L “DOES NOT PERFORM” maintenance on equipment while using respiration protection. In other words, “DO NOT PERFORM MAINTENANCE” while wearing respirator or any other equipment that would interfere with LOTO procedures. Rather it is the policy of the Company to “Clear the affected area” from any noxious or uncomfortable vapors or gases first, then allow maintenance to be conducted.

At no time shall any personnel be exposed to any IDLH hazard without the proper training, certification, evaluation, and PPE.

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Site Selection and Control Processes

LOTO Definition

OSHA defines a LOTO hazard as: "...the servicing and maintenance of machines and equipment in which the unexpected energization or start [-] up of the machines or equipment, or release of stored energy, could harm employees.

The PM and PS will select specific equipment to be LOTO ('ed) on-site based on the hazards to which workers are exposed and in accordance with all OSHA standards. Both will conduct a hazard evaluation for each operation, process or work area for routine operations or emergencies.

The hazard evaluation shall include:

- 1) An identification and development of a list of hazards that may be encountered on- site;
- 2) A review of work processes to determine where potential exposures to these hazards may occur. The review shall be conducted by sample surveying all machinery, reviewing process records, and interviewing personnel and supervisors.
- 3) Where possible, third-party contractors may be used and any special training needed will be contracted-out.

Hazard Assessment

Table 2: LOTO Hazard Assessment at A & L Cesspool

DEPARTMENT	HAZARD	EXPOSURE LEVEL	PERMISSIBLE EXPOSURE LEVEL	CONTROLS
Oil Recycling	Wearing full-face respirator while performing machine maintenance.	None permissible	None permissible	DO NOT PERFORM ANY MAINTENANCE. First clear the affected area of any uncomfortable or hazardous gases or vapors
	Exposure to hazardous gases or toxic vapors while not wearing a respirator and performing machine maintenance.	None permissible	None permissible	IMMEDIATELY STOP PERFORMING MAINTENANCE. Don your mask, notify a supervisor of the hazard, either change maintenance personnel or clear affected area of fumes before continuing. If leaving, conduct proper LOTO transfer procedures.

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	Exposure to fugitive grease and other slippery substances while performing machine maintenance.	None permissible	None permissible	CLEAN FIRST Clear affected area of all grease or oil residue prior to starting service and prior to LOTO re-start.
Any Position	Belt-snatch, belt-grab or PPE grab may occur with exposed or unguarded belts. Clothes, jewelry or hair grab.	None permissible	None permissible	CHECK FIRST Ensure all belts are guarded. Ensure all hair clothing and jewelry are tucked, removed and secured before any maintenance operation.
Mechanic	Vehicle Repair Vehicle can move. Vehicle can also be "started" which can cause serious injury if mechanic is engaged in the engine.	None permissible	None permissible	LOTO FIRST Always chock tires, depower, remove key, insert key stud, tag and engage battery cut-off or disconnect or de-cable battery.

Updating Hazard Assessment

The PM must revise and update the hazardous assessment as needed. Should personnel feel that any additional assessment is needed, they are to immediately contact a supervisor, or any program committee member. The PM or PS will evaluate potential hazards and arrange for additional assistance if necessary. The PM or PS will then communicate the result of that assessment back to the affected personnel.

Equipment Selection

Based on the assessment of the Hazard Level, the nature of the tasks to be performed and the protection of the Personnel exposed to these conditions, A & L shall provide the following LOTO equipment:

- 1) LOTO Checklist; and
- 2) Fuse and Breaker-box locks; and
- 3) Plug Locks; and
- 4) Tag-out I.D.'s; and

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- 5) Tag-out Tags; and
- 6) Yellow Tag-ties; and
- 7) Master Locks (Keys); and
- 8) Chocks; and
- 9) Signage; and
- 10) Key Studs; and
- 11) Emergency / Spare LOTO Kit.

Confined Space Entry Procedures

Under no circumstance should any maintenance of any equipment be conducted in a confined space without the person performing the maintenance being certified in both CSEP and LOTO.

At no time shall any personnel enter a confined space without a CSEP Certified Entry Supervisor and a Duty Attendant.

Specific LOTO Responsibilities

Definitions

Affected Employee:

An employee whose job requires him/her to operate /use a machine or equipment or work in an area in which servicing or maintenance is being performed under LOTO.

Authorized Employee:

A person who locks out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance that exposes him/her to potentially hazardous energy.

Other Employee:

An employee whose work operations may be in an area where energy control procedures may be utilized.

Responsibilities

Authorized Employees (Supervisors)

- 1) Only supervisors may supervise the conduct of LOTO operations. In other words, a supervisor must be present for LOTO operations to be performed;
- 2) If there is only 1 supervisor on-site of LOTO operations, then that supervisor shall be the "Primary Authorized" employee controlling all participants' Lock-outs. If more than 1 supervisor is on-site during LOTO operations,

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then the supervisor who is actually “in-charge” of the machine or device shall be designated as the Primary Supervisor in charge of that LOTO sequence;

- 3) Verify the presence of appropriate LOTO reference material;
- 4) Verify the presence of appropriate LOTO equipment;
- 5) Verify all participants in the LOTO operation for that machine and ensure that all participants have the appropriate certification and LOTO equipment;
- 6) Remove unauthorized and un-necessary persons from the area and “warn” affected and other employees of LOTO operations and conditions;
- 7) Perform and supervise LOTO in the appropriate sequence;
- 8) Continue to monitor LOTO conditions during operations;
- 9) If changing supervisors, then fully brief incoming supervisor before relinquishing control and follow “Shift Change” procedures;
- 10) Terminate LOTO operations when necessary;
- 11) Ensure that personnel are trained and certified in proper LOTO policies and procedures.

Affected Employees

- 1) Do not interfere with LOTO operations;
- 2) Assist the LOTO Supervisor if necessary;
- 3) Warn “other employees” of potential LOTO hazards in the area.

Other Employees

- 1) When traveling outside the normal work area into other areas, be aware of LOTO operations;
- 2) Do not interfere with LOTO operations;
- 3) Assist the LOTO supervisor if necessary;
- 4) Warn “other employees” of potential LOTO hazards in the area.

LOTO Procedures

General Rules

- 1) Locks, chains, wedges, or other hardware which meet the requirements defined in 1910.147 (c) (5) (ii) shall be provided by the company;
- 2) Lock-out devices shall be singularly identified. They shall be the only devices used for controlling energy and shall not be used for other purposes;
- 3) At no time shall any device that is “rigged” be used in LOTO. All LOTO equipment used must be LOTO specified;
- 4) The Lock-out devices shall indicate the identity of the employee applying the devices;
- 5) All machines/equipment shall be Locked-out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Lock-out will also apply when working on or near exposed de-energized electrical circuits / parts;
- 6) No employee shall attempt to operate any switch, valve, or other energy -isolating device which is Locked-out;
- 7) Unless a participating LOTO employee is incapable of disengaging from a specific LOTO operation, each Lock-out device shall only be removed by the employee who applied the device.

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Lock-out Tag-Out Procedures and Techniques

Preparation for Shutdown

- 1) In preparation for Lock-out, an initial survey must be made to locate and identify all energy isolating devices to be certain which switch, valve, or other energy isolating devices apply to the machine / equipment to be Locked-out. More than one energy source (electrical, hydraulic, pneumatic, chemical, thermal, or others) may be involved;
- 2) Before an authorized or affected employee turns off a machine or piece of equipment, the authorized employee must have knowledge of the type and magnitude of the energy to be controlled, and the methods or means to control the energy.

Machine or Equipment Shutdown

- 1) All affected employees shall be notified that a Lock-out system is to be utilized and the reason for it, before the controls are applied;
- 2) If the machine or equipment is operating, shut it down by normal stopping procedure for that machine or device.

Machine or Equipment Isolation

Physically locate and operate the switch, valve, or other energy isolating devices so that the equipment is isolated from its energy sources and apply adequate hardware.

Lock-out Tag-out Device Application

- 1) Authorized employees shall Lock-out and Tag the energy isolating devices with assigned individual locks and company provided tags;
- 2) Lock-out devices shall be applied so that they will hold the energy isolating devices in a "Neutral" or "Off" position.

Stored Energy

All stored or residual energy in rams, flywheels, springs, pneumatic, or hydraulic systems, etc. shall be blocked or dissipated. If there is a possibility of re-accumulation of stored energy, verification of isolation must be continued until servicing or maintenance is completed.

Verification of Isolation

Prior to starting work on machines or equipment that have been locked and after ensuring that no personnel are exposed, the authorized employee shall operate the push button or normal operating controls to verify that the appropriate equipment or machine has been de-energized and make certain it will not operate.

CAUTION: Return Operating Controls to the "Neutral" or "Off" Position after the Test.

The machine / equipment is now locked out. Servicing or maintenance may now occur.

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Removal of Lock-Out Tag-Out Devices

- 1) Check the machine to be sure it is operationally intact, tools have been removed, and guards have been replaced;
- 2) Check to be sure all employees are safely positioned;
- 3) Notify all affected employees that locks / tags are going to be removed and the machine is ready for operation;
- 4) Remove all locks, blocks, or other energy restraints;
- 5) Remove tags;
- 6) Restore all energy to the machine.

Additional Requirements

More than one individual:

If more than 1 individual is required to Lock-out machines / equipment (Group Lock-out), the following procedures shall be implemented to provide protection to all employees.

- 1) A primary authorized employee will be designated and responsible for the number of people working under the protection of the group Lock-out device. The primary authorized employee will ascertain the exposure status of the individual member participating in the group Lock-out to ensure continuity of protection for each individual;
- 2) The primary authorized employee will be responsible for notifying affected employees before and after Lock-out procedures are performed;
- 3) Each authorized employee will place his/her own personal Lock-out device on the energy isolating device(s);
- 4) When an energy- isolating device cannot accept multiple locks, a multiple Lock-out system must be used.

Shift or Personnel Changes:

If a Lock-out procedure will extend into the following shift, the employee who originally placed the lock will remove it and it will immediately be replaced with the lock of the authorized employee who is to continue the repair or maintenance on that equipment or machine for the following shift.

Cord and Plug Connected Equipment:

If servicing or maintenance is performed on cord and plug connected equipment the following procedure shall be performed to protect employees:

- 1) Unplug equipment from its electrical socket;
- 2) Place a lockable cover over the plug and a lock on the plug cover during machine / equipment servicing or maintenance.

Outside Contractors:

If outside contractors perform servicing or maintenance that requires Lock-out, the supervisor shall take the following steps:

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- 1) Inform the outside contractor of Lock-out procedures and supply them with a copy;
- 2) Obtain and review a copy of the outside contractor's Lock-out procedures;
- 3) So long as the contractor LOTO standard is equal-to or more stringent than the company's LOTO, then the Supervisor will ensure that our employees understand and comply with the responsibilities and prohibitions of the outside contractor's Lock-out procedure. If the contractor's LOTO standard is less stringent then the company's LOTO, then the Supervisor shall use the company's LOTO.

Tag-out Only Procedures

It is the policy of the Company that Lock-out / Tag-out is the preferred method of assuring minimal hazard with the program. Tag-out only procedures are authorized under the following conditions:

- 1) When a disconnecting means or other energy isolating device is incapable of being Locked-out, a Tag-out system shall be utilized. A Tag used without a lock, shall be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by use of a Lock such as: opening an additional disconnecting device, removal of an isolating circuit element, blocking of a controlling switch or the removal of a valve handle to reduce the likelihood of inadvertent energization;
- 2) Only tags furnished by the company shall be used;
- 3) All employees shall be trained in the use and limitations of Tags;
- 4) All employees must be able to understand the hazard warning written on the tags such as: DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, DO NOT OPERATE;
- 5) On machines and equipment where Tag-out is used in lieu of Lock-out, the Periodic Inspection shall include the affected as well as the authorized employees;
- 6) Where Tag-out is used, any other Lock-out measure that can be implemented to increase safety shall be used to supplement the Tag-out.

LOTO Equipment

Maintenance and Storage

Maintenance

Inspection

Prior to any use, it is required that personnel perform the following minimum inspection:

- 1) Presence of all equipment;
- 2) Serviceability of all equipment;
- 3) Stress testing of any Locking equipment "BEFORE" use.

Prior to use, all LOTO equipment shall be inspected by supervisors for cleanliness and serviceability and NLT annually by the PC.

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Cleaning

All equipment is required to be cleaned “after-use” immediately upon return to the secure storage location “BEFORE” storing. Personnel shall consult the manufacturer’s maintenance guides for proper maintenance guidelines.

Parts

All LOTO “MUST” be maintained in good working condition. It is the responsibility of the Users and Supervisors to maintain the equipment in serviceable condition.

Any equipment found to be deficient or unserviceable shall “immediately” be reported to a supervisor or the Coordinator.

Storage

No LOTO equipment shall be stored unclean or unserviceable. No LOTO equipment shall be stored in such a condition, state, or place that may degrade the equipment integrity or locking capability. Only store LOTO equipment in the LOTO Center.

LOTO Training

The PC will arrange the LOTO training. Training shall be conducted when hazardous conditions or work assignments change or NLT annually.

Personnel will be trained prior to use and supervisors will be trained prior to supervisory assignment.

Training shall cover the following material:

- 1) A & L LOTO;
- 2) OSHA LOTO Standard;
- 3) LOTO hazards and their locations;
- 4) Proper selection and use of LOTO equipment.

Specific training shall be given to the following personnel:

Authorized Employees

Shall receive the following training:

- 1) Recognition of hazardous energy sources;
- 2) Types and magnitude of hazardous energy in the workplace;
- 3) Methods, devices, and procedures used to Lock-out, verify Lock-out, and otherwise control hazardous energy on all pieces or types of equipment (including cord and plug connected equipment);
- 4) Procedures for removing locks and returning a machine or piece of equipment to operation;

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- 5) Transfer of Lock-out responsibilities;
- 6) Group Lock-out procedures; and
- 7) Managing Tag-out operations.

Affected and Other Employees:

Shall receive the following training:

- 1) Recognition of when energy control procedures are necessary;
- 2) Recognition of when energy control procedures are being implemented;
- 3) Understanding the purpose of the procedures and the importance of not attempting to start-up or use a machine or piece equipment that has been Locked-out;
- 4) Understanding the purpose of the procedures of Group Lock-out and Shift Change;
- 5) Recognizing Tag-out hazards.

Retraining:

Authorized and affected employees shall receive retraining in proper application of Lock-out procedures when:

- 1) There is a change in job assignment(s) that expose an authorized employee to new hazards or Lock-out procedures; or
- 2) Machines, equipment, or processes that present a new hazard or require modified Lock-out procedures; or
- 3) Energy Control Procedures or Regulatory Policy changes; or
- 4) It becomes known that an employee incorrectly performs Lock-out procedures; or
- 5) When an employee voluntarily requests refresher training.

No formal training may be conducted without the approval of the PS and PC.

Program Evaluation

Program Enforcement

Safety is a right for personnel and the public, therefore, program non-compliance is dangerous to the entire community. As such, the company, at their sole discretion, shall determine the severity of any non-compliance or safety hazard and the company reserves the right, at its sole discretion, to use any legal or proscribed disciplinary measure necessary in order to correct any program non-compliance.

Inspections

It is the policy of the Company that the entire LOTO program be evaluated when necessary and NLT annually. At a minimum, the following must be inspected:

- 1) Energy control procedures for each machine or type of machine;
- 2) The Lock-out responsibilities with for each individual authorized to Lock-out machine / equipment;
- 3) Only the PS or PC are authorized to conduct the inspection;
- 4) Records indicating that training and certification have been conducted yearly.

A report of the inspection and its findings will be submitted to the PM.

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Documentation and Record Keeping

A written copy of this program and the OSHA LOTO Standard is kept in the Coordinator's office and is available to all personnel who wish to review it.

Also maintained in the Coordinator's office are the LOTO training, testing, certifications, inspection and reports records. All records are updated as required or when new personnel require training.

The Coordinator will only maintain any physician's medical evaluation as it pertains to certifications. Every other medically sensitive document shall be given to the person to whom it is about. These records will remain, on a Best Efforts Basis, confidential. Records may be provided to competent legal or regulatory authorities.

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ENERGY SOURCE EVALUATION			
DATE:		INSPECTED BY:	
EQUIPMENT NAME:		LOCATION:	
ENERGY SOURCE MAGNITUDE		LOCATION OF ISOLATION	MEANS OF ISOLATION
ELECTRICAL			
ENGINE			
SPRING			
COUNTER WEIGHT			
FLYWHEEL			
HYDRAULIC			
PNEUMATIC			
CHEMICAL			
THERMAL			
OTHER			

EX. OF SOURCE / MAGNITUDE: ELECTRICAL – 480v 3 phase or PNEUMATIC = 125 p.s.i

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SPECIFIC ENERGY CONTROL PROCEDURES			
DATE:	COMPLETED BY:		
EQUIPMENT NAMES:		LOCATIONS:	
ENERGY SOURCE MAGNITUDE	STEP PROCEDURE		
	1	Notify affected employees that the machine is about to be shut down and locked out.	
SPECIAL INSTRUCTIONS:			
	2	Shut down the machine using normal stopping procedures.	
SPECIAL INSTRUCTIONS:			
	3	Isolate all energy sources listed above.	
SPECIAL INSTRUCTIONS:			
	4	Apply locks and tags to all isolated devices	
SPECIAL INSTRUCTIONS: IF TAG-OUT IS USED AS A STAND-ALONE SUBSTITUTE FOR LOCK-OUT THEN ALL OTHER PROCEDURES FOR LOCK-OUT REMAIN IN PLACE. ADDITIONALLY, IF ONLY EMPLOYING STAND ALONE TAG-OUT, AN ADDITIONAL SAFETY MEASURE MUST BE TAKEN TO SECURE LOCKING AND ALL STEPS MUST IN PROCESS OF LOCKING-OUT MUST BE REVISITED.			
	5	Block or dissipate all stored energy in rams, flywheels, springs, pneumatic or hydraulic systems, etc.	
SPECIAL INSTRUCTIONS:			
	6	Verify that the machine is locked out by testing the machine operating controls. RETURN ALL CONTROLS TO THE "NEUTRAL" OR "OFF" POSITION AFTER TESTING.	
SPECIAL INSTRUCTIONS:			
	7	Check the machine to be sure it is operationally intact, tools have been removed, and guards have been replaced.	
SPECIAL INSTRUCTIONS:			

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REMOVAL	8	Check the machine to be sure it is operationally intact, tools have been removed, and guards have been replaced.
SPECIAL INSTRUCTIONS:		
	9	Check to be sure all employees are safely positioned.
SPECIAL INSTRUCTIONS:		
	10	Notify all affected employees that locks / tags are going to be removed and the machine is ready for operation.
SPECIAL INSTRUCTIONS:		
	11	Remove all locks, blocks, or other energy restraints.
SPECIAL INSTRUCTIONS:		
	12	PERFORM ONE LAST WALK-AROUND AND RE-CHECK EVERYTHING
SPECIAL INSTRUCTIONS: ENSURE ALL LOTO EQUIPMENT IS ACCOUNTED FOR, CLEAN AND SERVICABLE AND THEN RETURN TO STORAGE.		
NOTES:		

A & L Lock-out Tag-out Program (LOTO)

PERIODIC INSPECTION CERTIFICATION		
DATE:	INSPECTED BY:	
EQUIPMENT NAME:	LOCATION:	
EMPLOYEE PERFORMING LOTO	PASS?	SIGNATURE
GENERAL COMMENTS:		
INSPECTOR SIGNATURE:		

A & L Lock-out Tag-out Program (LOTO)

HAZARDOUS ENERGY CONTROL PROCEDURES		
DATE:	INSPECTED BY:	
EQUIPMENT NAME:	LOCATION:	
EMPLOYEE BRIEFED	HAZARDS/CONTROLS	SIGNATURE
GENERAL COMMENTS:		
SIGNATURE OF INSPECTOR		