



## **-PERFICUT SITE MANAGEMENT-**

### **Lockout/Tagout Policy**

1/3/22

#### **PURPOSE:**

This policy will ensure that machinery or equipment is stopped, isolated from all hazardous energy sources, and properly locked or tagged out.

#### **SCOPE:**

This policy applies to all Perficut employees who may be exposed to hazardous energy during service and maintenance work. The policy will also prohibit employees from using or transporting out of service equipment during the performance of their duties. Uncontrolled energy includes potential, kinetic, flammable, chemical, electrical, and thermal sources.

#### **RESPONSIBILITIES:**

- Perficut is responsible for implementing and enforcing this policy.
- All employees must comply with this policy.
- Supervisors must enforce the use of lockout/tagout devices when employees do service or maintenance work and may be exposed to hazardous energy.
- Employees who work in areas where lockout/tagout procedures are used must understand the purpose of the procedures and are prohibited from attempting to restart machines or equipment that are locked or tagged out.

#### **PROCEDURES:**

##### **Lockout/Tagout Devices**

- Lockout devices must work under the environmental conditions in which they are used. Tagout device warnings must remain legible even when they are used in wet, damp, or corrosive conditions.
- Lockout/tagout devices must be designated by color, shape, or size. Tagout devices must have a standardized print and warning format.
- Lockout/tagout devices must be strong enough that they cannot be removed inadvertently. Tagout devices must be attached with a single-use, self-locking material such as a nylon cable tie.
- Any employee who sees a lockout/tagout device must be able to recognize who attached it and its purpose.
- Each lock must have a unique key or combination.

##### **Lockout/Tagout of Equipment**

- Inform all affected employees of equipment shutdown.
- Shut down equipment.
- Isolate or block hazardous energy.
- Remove any potential stored energy.
- Lockout/tagout all energy sources.
- Verify the equipment is isolated from hazardous energy and de-energized.

##### **Removing Equipment from Lockout/Tagout**

- Remove tools and replace machine or equipment components.
- Inform co-workers about energy-control device removal.
- Ensure all workers are clear of the work area.
- Verify machine or equipment power controls are off or in a neutral position.
- Remove the lockout/tagout device.
- Re/energize equipment.



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#### **Group Lockout/Tagout**

- One lead authorized employee is in charge of the lockout/tagout (LOTO) process.
- The lead authorized employee with the overall responsibility must:
  - Implement the energy control procedures.
  - Communicate the purpose of the operation to the other employees.
  - Coordinate the operation.
  - Ensure that all procedural steps have been properly completed.
- Each authorized employee must affix their own LOTO device to the group LOTO device.
- When the activities of the LOTO extend into another shift or when there is a change in authorized employee, the following will apply:
  - A lead authorized worker must be designated for each shift.
  - All authorized workers on shift must be informed of this designation.
  - Oncoming lead authorized worker must apply their own LOTO devices.
  - Off-going lead will communicate with the oncoming lead to coordinate scope of work.
- Upon completion of work the lead authorized worker verifies that all authorized workers have signed off the complex lockout permit and all authorized workers LOTO devices have been removed.
- Lead authorized worker follows the Removing Equipment from Lockout/Tagout standard and removes the master LOTO device.



## LOCKOUT/TAGOUT PROCESS

- Attach one "Out of Service" tag to each piece of equipment/tool dropped off for repair.
- Legibly print the following on each tag.
  - ✓ Department requesting repair.
  - ✓ Brief description of repair.
  - ✓ Signature and date of request.
- Place equipment/tool in designated area in a neat, orderly fashion.
- On equipment with a door place tag on door handle.
- On vehicles place tag on steering wheel.
- On hand tools place tag on trigger/hand guard.
- DO NOT remove tag unless stamped "*COMPLETED*" and dated by the shop.
- If requesting non- "OUT OF SERVICE" repairs such as oil changes do not hang a tag until requested vehicle/equipment is taken into the shop (this may be performed by shop personnel).
- An "Equipment Repair Request" is still required on the Perficut App.

**NEVER USE TAGGED/LOCKED OUT  
TOOLS OR EQUIPMENT**