

## LOCKOUT & TAGOUT POLICY

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**PURPOSE:** The purpose of the Lockout/Tagout program is to ensure that no injury to personnel or property damage occurs if an energy source is improperly or accidentally energized or opened.

**SCOPE:** This procedure applies to all energized systems that might unexpectedly, improperly, or accidentally be energized and cause injury or property damage. For example: electrical, steam, hydraulic, chemical, compressed air or gas, stored (kinetic) or other systems are included in this program.

This program identifies the training requirements of all affected personnel so that the proper Lockout/Tagout procedures are applied to all energy isolating devices. By following the correct procedures, the person performing the maintenance or installation ensures that all equipment and/or facilities are inoperable and safe to repair, alter, clean, inspect, or disassemble. This program will also correlate the "Lockout" programs of outside servicing personnel and ensure that they are informed of the Lockout/Tagout program.

- Electrical distribution systems, including related equipment for communication or metering
- Servicing and/or maintenance which takes place during normal production operations, except when:
- A bypass, guard or other safety device is removed, or, (b) an employee is required to place any part of his/her body into an area of a machine or piece of equipment where work is actually performed upon the material being processed, or where an associated danger zone exists during a machine operating cycle.
- Cord and plug connected equipment which is unplugged and under the exclusive control of the person performing the servicing or maintenance.
- "Hot Tap" operations involving transmission and distribution systems (provided other precautions are taken).

**THIS IS A 4-PAGE POLICY.**