



# KRC Lockout/Tagout Program Guidelines

## General Information

This program is set up to institute the minimum safety requirements for the control of hazardous energy. The lockout/tagout program is required at KRC by the Occupational Safety and Health Administration (OSHA) in order to inform employees on the correct energy control procedures when a machine is being repaired or serviced. An accident can occur when a machine is being serviced and the lockout procedure is not followed correctly. Faulty controls, automated controls, timers or other employees that may not be aware that the machine is being serviced can cause serious injury or death.

## Application

The lockout/tagout program when followed correctly will ensure that machines or equipment will be cut off from hazardous energy and locked or tagged out before the employee or contractor begins to service or complete maintenance tasks on the machine. Every new employee will receive training and background information on the purpose and use of the program. KRC will supply all the necessary devices used to lock out or tag out the equipment or machinery. The employee or contractor completing the tasks on the equipment is expected to correctly follow the guidelines set in the Lockout/Tagout program.

## Disciplinary Action

When an employee installs a lockout or tagout device, that employee is the only person authorized to remove the device. If a device is removed or bypassed by another person while the equipment is being serviced, it could result in serious injury or death to the worker completing the task on the equipment. Therefore, any person who bypasses or removes the device will be subject to disciplinary action.

## Affected Machinery or Equipment

Tasks completed during normal machine or equipment operation do not require the machine or equipment to be locked or tagged out unless a guard or safety device must be removed, or the worker is required to place their body in the area where the work is being performed. Examples include minor adjustments or tool changes which are routine in the operation of the equipment for production use. Cord and plug machinery are exempt from the program if the plug is within three feet of the worker during service or maintenance. Equipment or machinery is also not required to have a written procedure if:

- It only has a single source of energy which can be easily identified and isolated when it is locked out.
- With a single device the machine will be completely de-energized and deactivated
- The lockout device is under the sole control of the authorized employee performing the service or maintenance.
- The work being done does not create a hazard for other employees and KRC has had no previous accidents involving the unexpected activation or re-energization of the equipment.

The guidelines for lockout/tagout are shown on the following page.



## Guidelines for Lockout/Tagout

- 1) Preparation: Authorized employees should review the written guideline to insure that they completely understand the magnitude and source of energy that the equipment utilizes and the method or means to control the energy.
- 2) Notify any and all affected employees that the machine or equipment will be locked or tagged out prior to applying the control devices.
- 3) The machine or equipment should first be turned off or shut down using normal operating procedures.
- 4) Isolate the machinery or equipment from its energy source using, for example, a switch or valve. Stored energy in machinery such as springs, hydraulic pressure, elevated parts, or air pressure should be restrained using appropriate methods such as blocking, positioning, or bleeding down.
- 5) The lockout device should be applied with an assigned individual tag or lock and a verbal notice to affected employees should be given. Lockout devices are available from the Facility Manager.
- 6) Ensuring that no personnel are exposed to the equipment, verify that the energy is isolated by testing the effectiveness of the lockout by trying to start or cycle the equipment at the control panel or start/stop switch. Make sure that the controls are returned to the off position after the test.
- 7) Once the authorized employee(s) have verified that the lockout devices are effective the equipment is considered locked out and the service or maintenance work can begin.

## Guidelines for Restoring Equipment to Normal Operations

- 1) Equipment and the work area should be inspected to ensure that all tools and loose parts are away from the equipment and the equipment is restored to operational integrity (i.e., guards and shields are replaced).
- 2) Check the immediate work area to ensure that all personnel are safely positioned.
- 3) The authorized employee who installed the Lockout/Tagout device should remove it and notify affected personnel that the device is removed.
- 4) Restore energy to the machine using the isolating devices (valves, disconnects).

### Contact Information:

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### **Emergency**

**From Cell Phone                      911**

**From KRC Phones                      8-911**