

PROCEDURES

LOCKOUT - TAGOUT

7.0 PURPOSE

Lockout-Tagout procedures are essential for the safety of Operator personnel and the general public. Lockout-Tagout procedures shall be adhered to whenever the unintended use of any tool and piece of equipment may cause harm to others.

7.1 SCOPE

- A. Devices
- B. Procedures

7.2 LOCKOUT - TAGOUT DEVICES

- A. Lockout devices such as warning tags, padlocks and keys shall be:
 - 1. Individually identified and assigned to authorized individuals.
 - 2. Marked in such a way (e.g., number, name, color, etc.,) to identify the user.
 - 3. Separately keyed to preclude unauthorized removal.
 - 4. Standardized by size, shape, color, etc.
- B. Tagout devices shall only be used when the energy isolating device cannot, because of design, be locked out.
- C. Tagout devices, like lockout devices, may be removed from the energy isolating device only by the person who attached it.
- D. Tagout devices must be placed on the energy isolating device at the same point where a lock would be placed. (If such unattachment point is not available, the tag must be placed in a position that is immediately obvious to anyone attempting to operate the energy isolating device.)
- E. When a single lock or tag is used for a crew of employees performing service or maintenance on a single machine or piece of equipment, one employee must be assigned the responsibility of placing and removing the lock or tag. (The assigned employee must coordinate the shutdown and start-up procedures.)

PROCEDURES

LOCKOUT - TAGOUT

7.2 LOCKOUT-TAGOUT PROCEDURES

- A. The purpose of this procedure is to establish requirements for the lockout or tagout of energy isolation devices (valves, switches, etc.). These requirements are intended to ensure that any machine, equipment, pipeline or other facilities on which work is being performed has been effectively isolated from all potentially hazardous release of energy thus preventing an unexpected activation or re-energization of the machine, equipment, pipeline or other facility that could result in an employee injury.
- B. This procedure covers the following activities involving energized or pressurized equipment:
1. Installation
 2. Setup (Pre-operation Preparation)
 3. Inspection
 4. Modification
 5. Maintenance/Service
- C. This procedure does not apply to the following activities:
1. Work on cord or plug connected to electrical equipment when the cord is unplugged and under the exclusive control of the employee performing the work.
 2. Hot tap operations on pressurized pipelines for which specific, written operator procedures are currently established and adhered to.
- D. Examples of Lockout/Tagout Usage
1. Pipeline repairs involving isolation of the pipe from pressurized systems when valves, stoppers or squeezers are not in the immediate vicinity of the work location.
 2. Maintenance on regulating or measurement stations isolated or on bypass.
- E. When encountering situations similar to the above mentioned examples, the Lockout/Tagout Procedure will be implemented as follows:
1. Locate and identify all valves, switches, etc. that will be used as isolation points.

PROCEDURES

LOCKOUT - TAGOUT

2. Inform all employees involved of the isolation plan.
3. One person shall be responsible for the placement and removal of all locks or tags used on the particular work activity. The responsible person will maintain sole possession of the key(s) while work is in progress.
4. The responsible party will ensure all personnel are safely positioned and work is satisfactorily completed before removing locks/tags and begin re-energization.