



DEEP

Dealer Employee &
Environment Program

GUIDING DEALERSHIPS ON THE ROAD TO SAFETY

LOCKOUT/TAGOUT

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APPENDIX A

[OSHA "CONTROL OF HAZARDOUS ENERGY SOURCES \(LOCKOUT/TAGOUT\)" STANDARD
\(29 CFR 1910.147\)](#)

RESPONSIBILITIES & PROCEDURES

The DEEP Safety Supervisor will:

1. Implement, update, and maintain the written Lockout/Tagout Program.
2. Ensure compliance with all aspects of the facility Lockout/Tagout Program and the OSHA Standard.
3. Develop equipment specific energy control procedures.
4. Provide information and training to authorized and affected employees.
5. Provide lockout/tagout equipment to employees, as needed.
6. Ensure employees are properly utilizing equipment specific energy control procedures, if applicable.
7. Audit facility periodically to determine employee proficiency in the Lockout/Tagout Program.
8. Coordinate activities with Contractors.
9. Supervise removal of locks and tags in emergency situations.

Authorized Employees will:

1. Comply with all aspects of the Lockout/Tagout Program.
2. Utilize equipment specific energy control procedures.

Affected Employees will:

1. Comply with all aspects of the Lockout/Tagout Program.
2. Understand the purpose and use of energy control procedures.

Lockout/Tagout Program

The Lockout/Tagout Program has been developed to provide a working procedural document to control hazardous energy sources in the workplace.

Upon request, employees, employee designated representatives, and the Assistant Secretary (OSHA) will be provided with a copy of the Lockout/Tagout Program for review.

Employee Enrollment

Lockout/Tagout

Both authorized and affected employees will participate in the Lockout/Tagout Program.

Authorized Employees - individual(s) performing service and maintenance on equipment requiring energy control procedures.

Affected Employees - individual(s) who utilize equipment requiring service and maintenance under established energy control procedures and will participate in designated training aspects of the Lockout/Tagout Program.

Lockout/Tagout Procedures

Equipment specific procedures will be developed, documented and utilized for all energized equipment requiring service and maintenance. Equipment specific procedures will be established for each piece or type of equipment. Similar equipment, with the same control procedures, can be grouped together. Procedures will follow this format:

1. Notification of affected employees;
2. Preparation for shutdown;
3. Equipment shutdown;
4. Equipment isolation;
5. Application of lockout/tagout device;
6. Release of stored energy;
7. Verification of isolation;
8. Conduct and completion of work;
9. Release from lockout/tagout; and
10. Notification of affected employees.

Only Authorized Employees will perform service and maintenance on equipment requiring energy control procedures.

Both lockout and tagout devices will be used during all energy control procedures.

Each Authorized Employee performing service and maintenance will affix an appropriate lock and tag to the energy isolating device.

All existing equipment, requiring energy control, will be upgraded to accommodate energy isolating devices. All new equipment will be installed with energy isolating devices.

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Affected Employees will be notified of activities prior to initiation of energy control procedures and after removal of energy control devices.

Energy control devices will ensure the energy source remains in the "OFF" or "SAFE" position, as necessary.

All stored energy will be released prior to operations. Additional precautions, such as chains, may be necessary to ensure protection against the release of stored energy. Isolation procedures will be verified prior to operations. This involves activation of isolated equipment to ensure protection against the release of stored energy.

Non-essential items and employees will be removed and positioned away from the equipment and equipment components will be operationally intact prior to release from lockout/tagout.

Only the Authorized Employee placing the lock and tag will be authorized to remove it, except for Emergency Situations.

Equipment that cannot be serviced within the work shift or will be left unattended will be marked with an "OUT OF SERVICE" tag or tagged with a similar warning.

Locks and Tags

Locks and tags, designated for lockout/tagout, will be used only for these purposes.

All tags will be the same size, print and format. Tags will read "DO NOT OPERATE" or other similar warning. Authorized Employees will print their name on the tag for identification.

Employee Information and Training

All authorized and affected employees will be provided with information and training on Lockout/Tagout at the time of initial employee assignment and on an as-needed basis, thereafter.

Training will include:

1. Requirements of the OSHA "Control of Hazardous Energy Sources (Lockout/Tagout)" Standard.

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Authorized Employees:

- a. Recognition of applicable hazardous energy sources.
- b. Type and magnitude of energy available in workplace.
- c. Means of energy isolation and control (Lockout/Tagout).

Affected Employees:

- a. Purpose and use of energy control procedures.
 - b. Precautions relating to the restart or reactivation of equipment or machines that are locked or tagged out
2. Initial Authorized Employee training will be provided by the dealership or an outside consultant. Subsequent refresher and new employee training will be coordinated by the DEEP Safety Supervisor.
 3. Initial Affected Employee training will be provided by either the DEEP Safety Supervisor or an outside consultant.
 4. All training will be appropriately documented on Training Sign-In Sheets.
 5. New Authorized Employees will be enrolled in the next scheduled formal training class.
 6. Refresher training will be provided on an as-needed basis for:
 - a. Change in job assignment, machines, equipment, or processes that present a new hazard;
 - b. Alteration in energy control procedures; or
 - c. Periodic inspection shows deviation or inadequacy in knowledge on the use of energy control procedures.

Special Situations

If equipment needs to be run as part of service and maintenance, the equipment will be taken out of service and put back into service as prescribed in the equipment-specific procedures.

Contractors will meet with the DEEP Safety Supervisor to appraise each other of their individual energy control procedures. The DEEP Safety Supervisor will convey necessary information to facility employees.

Energy control procedures requiring multiple Authorized Employees may utilize a group "lock-box" to lockout energy control devices.

Equipment under service and maintenance will remain locked and tagged until the original Authorized Employee completes the operation. Locks and tags may be exchanged during

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shift changes when the original authorized employee explains the existing energy control procedure and operation and visually verifies the attachment of a new lock and tag by another Authorized Employee.

Locks and tags can only be removed by another authorized employee in EMERGENCY SITUATIONS. This is up to the discretion of the employer. In this case, the DEEP Safety Supervisor will:

1. Ensure the authorized employee is not in the facility;
2. Perform reasonable efforts to contact the Authorized Employee; and
3. Notify the Authorized Employee before they resume work.

RECORDKEEPING

Employee training records will be retained for the duration of employee employment plus thirty (30) years.