

## Site-Specific Lockout-Tagout Procedure Development

Identified lockout-tagout procedures will enable an employee to safely lockout a piece of equipment with multiple energy sources through a comprehensive lockout program. The LOTO procedures will be developed, printed and laminated to include the isolation devices or system that includes hydraulic, pneumatic, electrical, gravitational, thermal, chemical or any other energy source. All procedures will include photos that include instructions and identification of lockout points. Copies of all procedures will be provided in the form of an electronic backup file. The program with detailed policies will include:

- Visually instructive, machine specific procedures, and be sure the organization meets or exceeds OSHA requirements as defined in regulation CFR 1910.147.
- Identification of potential hazardous energy sources and ensures that all energy isolation points are documented within the specific procedures.
- Identify needed visual lockout procedure placards allowing any authorized employee to safely control equipment, and prevent unexpected motion or energy release.
- Install lockout procedures positioned at optimal locations (placards) to ensure maximum visibility and accessibility.
- Easy maintenance of the lockout program ensured with delivery of electronic editable files, lockout template, and a binder containing additional copies of the procedures as well as training on maintaining the new lockout program delivered in PDF.

The procedure development will include:

- Identified equipment and all related systems are examined to determine the best machine lockout steps.
- All machine specific procedures created will be required to provide to achieve zero energy state.
- The procedures and energy source tags will be of a material that will withstand the area conditions they are exposed to. Example: Outdoor materials must be able to withstand ultraviolet, moisture, and thermal conditions while maintaining a secure attachment to the equipment.
- All electronic files will be provided at the exit meeting or at the conclusion.
- One desk copy (3-ring binder) and electronic procedure template files will be provided on a CD-ROM.