

Machinery Tag Out Program

Purpose:

This policy and procedure establishes the minimum requirements for Lightning Electric Inc. Machinery Tag out Program. It governs lock out and/or tag out procedures to be used to verify that equipment or machines are isolated from all potentially hazardous energy. Machinery is to be locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energizing, start up or release of stored energy could cause injury.

Policy:

Procedures described apply to all electrical equipment and machinery connected to an energy source by either hard wire or other permanent connection (hydraulic lines, electrical, etc.) that is repaired, serviced, or maintained by Lightning Electric Inc. personnel. The Machinery Tag out Program applies to all equipment or machinery operated by mechanical, hydraulic, pneumatic, chemical, thermal, or other energy resources where the unexpected energizing could cause injury to employees or customers.

Circuit breakers disconnect switches, and other energy isolating devices used to control the flow of energy to the machine must be operated in such a manner as to shut off or isolate all energy to the machine.

Definitions:

Energy source: Any source of electrical, mechanical, hydraulic, chemical, thermal, or any other energy source.

Energized: Connected to an energy source or containing residual or stored energy.

Energy Isolating Device: A mechanical device that physically prevents the transmission or release of energy (circuit breaker, disconnect switch, slide gate, line valve etc.)

Lock out: Placing a lock out device on an energy isolating device to shut down it's flow of energy.

Lock out Device: A device such as a lock, either combination or key, to hold an energy isolating device in the safe position and prevent energizing of a machine or equipment.

Tag out: placing a tag or sign on an energy isolating device indicating that the equipment shall not be operated until the tag out sign is removed.

Tag out Device: A prominent warning device or sign that can be attached to the energy isolating device. Tags will state the following:

Danger-Do Not Operate

Initial Training:

Employees involved in the use of this Machinery Tag out Program must receive training in the requirements of this program upon initial assignment. The Safety and Health Manager is responsible for verifying that training is completed as required by this program.

Authorized employees will be trained in the recognition of hazardous energy sources present at the location they work, the type and magnitude of the energy available in the workplace, and the methods needed for energy isolation and control.

Employees must be trained to recognize when the Machinery Tag out Program is being implemented and understand the purpose of the procedure and the importance of not attempting to start up or use machinery or equipment that has been locked or tagged out.

When tags are used, you must be specifically instructed in the following limitations of tags:

- Tags are warning devices; they do not provide physical restraint that a lock out does.
- When a tag or lock is attached, it is not to be removed by anyone without authorization from the employee who placed it on the machine/equipment. They are never to be bypassed, ignored, or defaced.
- Tags must be legible and understandable to be effective.
- Tags and locks and their means of attachment must be made of material that will withstand the working environment of where the tags will be used.
- Tags and locks must be attached securely so they cannot be detached during normal use.
- Tags evoke a false sense of security. They are only part of the entire Machinery Tagout Program.

[MACHINERY TAG OUT PROGRAM INSPECTION FORM \(click to download\)](#)

[LOCK AND TAG CHECKOUT/CHECK IN LOG \(click to download\)](#)