



## **-PERFICUT SITE MANAGEMENT-**

### **Lockout/Tagout Policy**

1/20/2025

#### **PURPOSE:**

This policy will ensure that machinery or equipment is stopped, isolated from all hazardous energy sources, and properly locked or tagged out.

#### **SCOPE:**

This policy applies to all Perficut employees who may be exposed to hazardous energy during service and maintenance work. The policy will also prohibit employees from using or transporting out-of-service equipment during the performance of their duties. Uncontrolled energy includes potential, kinetic, flammable, chemical, electrical, and thermal sources.

#### **RESPONSIBILITIES:**

- Perficut is responsible for implementing and enforcing this policy.
- All employees must comply with this policy.
- Supervisors must enforce the use of lockout/tagout devices when employees do service or maintenance work and may be exposed to hazardous energy.
- Employees who work in areas where lockout/tagout procedures are used must understand the purpose of the procedures and are prohibited from attempting to restart machines or equipment that are locked or tagged out.

#### **PROCEDURES:**

##### **Lockout/Tagout Devices**

- Lockout devices must work under the environmental conditions in which they are used. Tagout device warnings must remain legible even when they are used in wet, damp, or corrosive conditions.
- Lockout/tagout devices must be designated by color, shape, or size. Tagout devices must have a standardized print and warning format.
- Lockout/tagout devices must be strong enough that they cannot be removed inadvertently. Tagout devices must be attached with a single-use, self-locking material such as a nylon cable tie.
- Any employee who sees a lockout/tagout device must be able to recognize who attached it and its purpose.
- Each lock must have a unique key or combination.

##### **Lockout/Tagout of Equipment**

- Inform all affected employees of equipment shutdown.
- Shut down equipment.
- Isolate or block hazardous energy.
- Remove any potential stored energy.
- Lockout/tagout all energy sources.
- Verify the equipment is isolated from hazardous energy and de-energized.

##### **Removing Equipment from Lockout/Tagout**

- Remove tools and replace machine or equipment components.
- Inform co-workers about energy-control device removal.
- Ensure all workers are clear of the work area.
- Verify machine or equipment power controls are off or in a neutral position.
- Remove the lockout/tagout device.
- Re/energize equipment.



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#### **Group Lockout/Tagout**

- One lead authorized employee is in charge of the lockout/tagout (LOTO) process.
- The lead authorized employee with the overall responsibility must:
  - Implement the energy control procedures.
  - Communicate the purpose of the operation to the other employees.
  - Coordinate the operation.
  - Ensure that all procedural steps have been properly completed.
- Each authorized employee must affix their own LOTO device to the group LOTO device.
- When the activities of the LOTO extend into another shift or when there is a change in authorized employee, the following will apply:
  - A lead authorized worker must be designated for each shift.
  - All authorized workers on shift must be informed of this designation.
  - Oncoming lead authorized worker must apply their own LOTO devices.
  - Off-going lead will communicate with the oncoming lead to coordinate scope of work.
- Upon completion of work the lead authorized worker verifies that all authorized workers have signed off the complex lockout permit and all authorized workers LOTO devices have been removed.
- Lead authorized worker follows the Removing Equipment from Lockout/Tagout standard and removes the master LOTO device.