

CONTROL OF HAZARDOUS ENERGY AND LOCKOUT/TAGOUT



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INTRODUCTION

REGULATORY AUTHORITY FOR THE IMPLEMENTATION OF LOCKOUT/TAGOUT PROGRAM

The Occupational Safety and Health Act under 29 CFR 1910.147 establishes requirements relating to the control of hazardous energy and lockout/tagout. In response to the regulatory mandate Steingass Mechanical Contracting, Inc. has developed and will maintain the lockout/tagout program to provide proper and safe procedures for all applicable employees.

PURPOSE

This document is primarily intended to outline methods of protecting workers engaged in maintenance and service of machines, processes or systems from injury by the unexpected and unrestricted release of hazardous energy. In addition, it is intended that Steingass Mechanical Contracting, Inc. will be in full compliance with the OSHA Control of Hazardous Energy Source (29 CFR 1910.147) Standard.

RESPONSIBILITY (Management Commitment)

Steingass Mechanical Contracting, Inc. shall instruct all appropriate employees in the safety significance of the lockout/tagout procedure and the control of hazardous energy. In addition, Steingass Mechanical Contracting, Inc. considers these requirements to be of critical importance in helping to ensure that the applicable provisions of the hazardous energy control procedures are known, understood and strictly adhered to by all employees. Strict enforcement of this program is required to be in compliance with OSHA regulations. Any variance from this set procedure shall be considered a work rule violation and, because of the serious nature of this program, disciplinary action will be taken in accordance with the disciplinary guidelines described in Steingass Mechanical Contracting, Inc.'s Safety Rules and Regulations.

DEFINITIONS APPLICABLE TO THIS SECTION

Affected Employee

An employee whose job requires him/her to operate or use a machine or equipment on which service or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such service or maintenance is being performed.

Authorized Employee

A person who locks or implements a tagout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee's duties also include performing maintenance or service on a machine or equipment which must be locked, or a tagout system implemented.

"Capable of Being Locked Out"

An energy isolating device will be considered capable of being locked out either if it designed with a hasp or other attachment or integral part to which, or through which, a lock can be affixed, or if it has a locking mechanism built into it. Other energy isolating devices will also be considered capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

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, including but not limited to the following:

A manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors:

A slide gate; a slip blind; a line valve; a block, and any similar device used to block or isolate energy to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam and petrochemical distribution systems.

Lockout

The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout Device

A device that utilizes a positive means such as a lock, either key or combination type to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.

Normal Production Operations

The utilization of a machine or equipment to perform its intended production function.

Service and/or Maintenance

Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment, and making adjustments or tool changes where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Setting Up

Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout

The placement of a tagout device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout Device

A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

GENERAL INFORMATION

Steingass Mechanical Contracting, Inc. firmly believes that lockout is the preferred method of isolating machines or equipment from energy sources. We shall continually strive to protect our employees who perform this maintenance and/or service by:

1. When we purchase new equipment, it will have lockout capabilities.
2. Continually striving to modify existing equipment so as to include lockout capabilities whenever technically feasible.

OUTSIDE CONTRACTORS

All outside contractors who are to be engaged in activities covered by the scope and application of this standard shall be fully familiar with Steingass Mechanical Contracting, Inc.'s procedure and shall comply with it in its entirety. In addition, Steingass Mechanical Contracting, Inc. shall provide an authorized employee to assist in the implementation of this lockout/tagout system.

SPECIAL CONDITIONS

1. Normal production operations, such as minor tool changes and adjustments, are not covered by this standard. Other minor service activities that take place during normal production operations are not covered by this standard if they are routine, repetitive and integral to the use of the equipment for production unless:
 - A. An employee is required to remove or bypass a guard or other safety device, or
 - B. An employee is required to place any part of his/her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

2. When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direct supervision of the Supervisor only, provided that:
 - A. The authorized employee who applied the device is not on the job.
 - B. All reasonable efforts to contact the authorized employee have been made.
 - C. The authorized employee is informed prior to resuming work.

3. **Testing and Positioning of Machines**

Locks and tags will be temporarily removed in order for machines and equipment to be re-energized for testing and positioning of equipment or components. The re-energization procedure will be accomplished by following the lockout/tagout sequence in reverse order.

NOTE: It is of utmost importance that all employees involved are made aware of this testing and/or positioning of said machines, equipment or components.

PREPARATION FOR SHUT DOWN

Prior to when an authorized employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled and the methods and means to control the energy.

At the time of lockout/tagout, the Authorized Employee shall make a survey to locate and identify all isolating devices to be certain which switches, valve(s), or other energy isolating devices apply to the equipment to be de-energized. If there is a possibility of re-accumulation of a stored energy level, verification of isolation shall be continued until the servicing or maintenance is completed or until the possibility of such accumulation no longer exists. This situation will be noted on the Lockout/Tagout energy source determination form. The following Lockout/Tagout Procedure Checklist, Energy Source Determination shall be utilized.

LOCKOUT/TAGOUT PROCEDURE CHECKLIST
ENERGY SOURCE DETERMINATION

Date _____ Authorized Employee _____

In order to determine all potential energy sources for each piece of equipment, all questions must be answered. This procedure shall establish the requirements for the lockout or tagout of energy isolating devices. They shall be used to ensure that this machine or piece of equipment is isolated from all potentially hazardous energy.

Equipment Name _____ Mode _____

Work Center _____ Location _____

Serial Number _____ Equipment Number _____

Machine or Equipment Verification by

Authorized Employee _____

Does the equipment have:

A. Electrical power (including battery)? Yes ____ No ____

If yes, power panel and breaker number and location:

Does it have a lockout device? Yes ____ No ____

Battery location:

Battery disconnect location:

B. Mechanical power? Yes ____ No ____

Mark each type of energy source that applies:

1. Engine driven? Yes ____ No ____

If yes, switch or key location:

Is lockout device installed? Yes ____ No ____

If no, method of preventing operation:

2. Spring loaded? Yes ____ No ____

If yes, is there a method of preventing spring activation?

Yes ____ No ____

If no, how can spring tension be safely released or secured?

3. Counter weights? Yes ____ No ____

If yes, does it have a method of preventing movement? Yes ____ No ____

If yes, can it be locked? Yes ____ No ____

If no, how can it be secured?

4. Flywheel? Yes ____ No ____

If yes, does it have a method of preventing movement? Yes ____ No ____

If yes, can it be locked? Yes ____ No ____

If no, how can it be secured?

C. Hydraulic power? Yes ____ No ____

If yes, location of control/shutoff valve:

Can control/shutoff valve be locked in "off" position? Yes ____ No ____

If no, location of closest manual shutoff valve:

Does manual shutoff have lockout device? Yes ____ No ____

If no, what is needed to lock valve closed?

Is there a bleed or drain valve to reduce pressure to zero? Yes ____ No ____

If no, what will be required to bleed off pressure?

D. Pneumatic energy? Yes ____ No ____

If yes, location of main control/shutoff valve:

Can control/shutoff valve be locked in "off" position? Yes ____ No ____

If no, location of closest manual shutoff valve:

Does manual shutoff valve have lockout device? Yes ____ No ____

If no, what is needed to lock valve closed?

If no, what will be required to bleed off pressure?

E. Chemical system? Yes ____ No ____

If yes, location of main control/shutoff valve:

Can control/shutoff valve be locked in off/closed position? Yes ____ No ____

If no, location of closest manual shutoff valve:

Does manual shutoff valve have lockout device? Yes ____ No ____

If no, what is needed to lock valve closed?

Is there a bleed drain valve to reduce system pressure and drain system of chemicals? Yes ____ No ____

If no, how can system be drained and neutralized?

What personal protective clothing or equipment is needed for this equipment?

F. Thermal energy? Yes ____ No ____

If yes, location of main control/shutoff valve:

Can control/shutoff valve be locked in "off" or closed position? Yes ____ No ____

What is needed to lock valve out?

Does manual shutoff valve have a lockout device? Yes ____ No ____

If no, location of closest manual shutoff valve:

Is there a bleed or drain valve to safely reduce pressure and temperature and drain system? Yes ____ No ____

If no, how can system pressure and temperature be reduced and drained?

What personal clothing or equipment is needed for equipment?

Special precautions not noted above

i.e., fire hazards, chemical reactions, required cool-down periods, etc.

LOCKOUT/TAGOUT SPECIFIC SEQUENCE

Once the Lockout/Tagout Procedure Checklist is complete, the Authorized Employee may begin the lockout/tagout sequence. The checklist shall ensure that the isolation and de-energization of the machine or equipment is complete.

1. Notify all affected employees that a lockout system is going to be utilized.
2. If the machine or equipment is operating, shut it down by the normal stopping procedure. Depressing the stop button, open toggle switch, etc usually does this. In addition, verify that all stored energy is dissipated or properly restrained.
3. Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy such as the springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc. must be dissipated or restrained.
4. Lockout the energy isolating devices with assigned individual lock(s).

NOTE: If the machine will accept locks, the system will be locked out.

5. After ensuring that no personnel are exposed, and a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

CAUTION: RETURN OPERATING CONTROL(S) TO "NEUTRAL" OR "OFF" POSITION AFTER THE TEST.

6. Prior to starting work, the authorized employee shall verify that isolation and de-energization is accomplished.

GROUP LOCKOUT

The specific procedures to be utilized to ensure continuation of lockout/tagout protection when more than one person, crew, department or contractor is required to lockout/tagout a piece of equipment or energy isolating device(s) shall be as follows and the authorized shall have the primary responsibility for the set number of employees working under the protection of a group lockout or tagout device:

- 1) In the event that Steingass Mechanical Contracting, Inc. is working as a subcontractor for a contractor or property owner who requires Steingass Mechanical Contracting, Inc. to follow their lockout/tagout procedures; it shall be the responsibility of Steingass Mechanical Contracting, Inc.'s lead man to coordinate the principles of the contractors and or property owner(s) specific procedures relating to their lockout/tagout policy to any affected employee.
- 2) During any step within the sequence, an authorized employee is required to lockout or tagout an energy isolating device(s) that is currently locked out or tagged out. He/she shall also place his/her own personal lockout or tagout device on the energy isolating device(s) group lockbox, or comparable mechanism when he/she begins work, and shall remove those devices when he/she stops work on the machines or equipment being serviced or maintained.
- 3) In the event that a contractor or property owner utilizes a group lockbox for equipment with more than one energy-isolating device, Steingass

Mechanical Contracting, Inc. shall implement one of the following procedures:

- A.) In the event that Steingass Mechanical Contracting, Inc. is the only contractor working on the machine or equipment, Steingass Mechanical Contracting, Inc. shall remove the lock(s) from the lockbox and deenergize the piece of equipment, place the key for the lock(s) in the lockbox and place Steingass Mechanical Contracting, Inc.'s lock on the lockbox.
- B.) In the event that the piece of machine or equipment is already deenergized Steingass Mechanical Contracting, Inc. shall verify the deenergization with the contractor, property owner, or lead person and place Steingass Mechanical Contracting, Inc.'s lock on the lockbox.

TRANSFER OF RESPONSIBILITY

The specific procedure to be utilized to ensure continuation of lockout/tagout protection for employees during shift or personnel changes or in the event of extended work in order to provide for an orderly transfer of control measures, and to be certain that the machine or equipment is continuously maintained in a safe condition. When an authorized employee transfers service and/or maintenance duties to an authorized employee on the next shift, and the equipment is to remain de-energized throughout the shift change, one of the following two steps may be utilized.

The off-going employee shall transfer his/her authority to the oncoming employee by the transfer of the lockout/tagout procedure checklist for that piece of equipment. The oncoming employee shall verify the de-energization and energy isolation for his/her own protection before signing, giving date and time on the lockout/tagout procedure checklist. At that time, he/she shall apply his/her device, accepting responsibility for the lockout procedure on that piece of equipment.

2. The Supervisor shall also be able to accept the authority and responsibility at the time of shift or personnel change, or at any time he/she requires the maintenance or service duties to be halted so as to enable him the opportunity to purchase parts and/or evaluate the service or maintenance being performed and still maintain the continuation of lockout/tagout protection. The transference of this authority/responsibility shall be accomplished by following the same procedural steps outlined in Part 1 of this section.

RESTORING MACHINES OR EQUIPMENT TO NORMAL PRODUCTION OPERATIONS

After the service and/or maintenance is complete and equipment is ready for normal production operations the authorized employee shall ensure that all tools have been removed, guards have been reinstalled, and all other employees are in the clear. Once this has been accomplished, the authorized employee shall utilize the lockout/tagout procedure checklist in reverse order to remove all lockout/tagout devices and operate energy isolating devices to restore the machine or equipment.

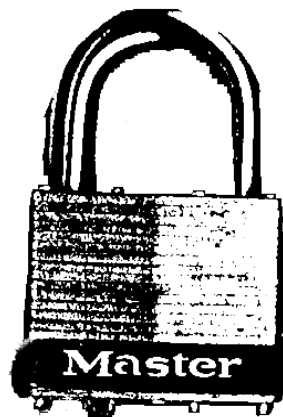
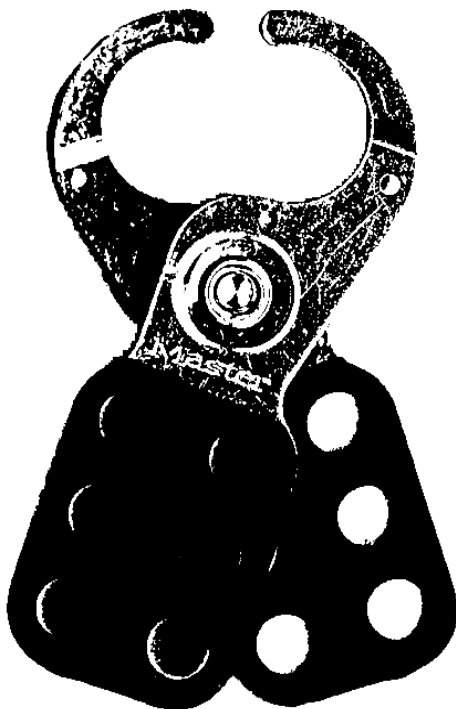
STANDARDIZATION REQUIREMENT FOR LOCKOUT/TAGOUT DEVICES

Steingass Mechanical Contracting, Inc. realizes that there may be situations where an energy source may be unique or "one of a kind". In this situation the supervisor is ultimately in the best position, based upon his/her knowledge of the construction and configuration of the type of equipment, to judge or determine if any additional protective materials and/or hardware such as chains, wedges, key locks, adapter pins, etc. should be utilized. If or when this decision is made, the Supervisor will ensure that said materials and/or hardware meet all requirements for lockout/tagout devices mentioned in the first part of this section.

STANDARDIZATION REQUIREMENTS FOR LOCKOUT DEVICES

Lockout devices will be standardized and will not be used for any other purposes. In addition, they will be durable, substantial and identifiable. The Supervisor will assign each authorized employee with his/her own lockout device, which will be stamped with an identifiable number. The supervisor will maintain a current list, which will include the employee's name, clock number and lockout device number. Lockout devices shall be affixed to each energy isolating device by authorized employees. These devices, when used, shall be affixed in a manner that will hold the energy isolating device in a safe or off position.

Below is an example of Steingass Mechanical Contracting, Inc.'s approved Lockout Device.

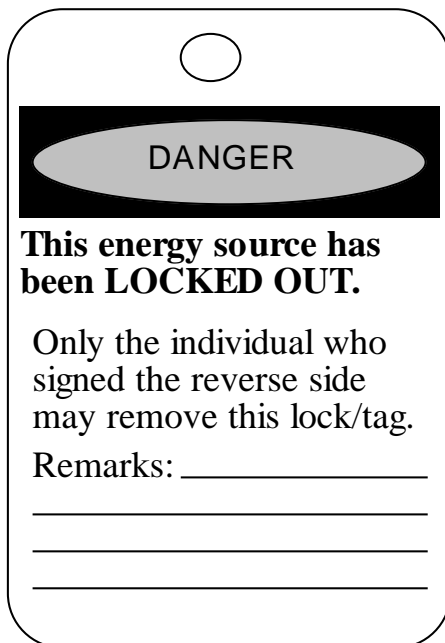


STANDARDIZATION REQUIREMENT FOR TAGOUT DEVICES

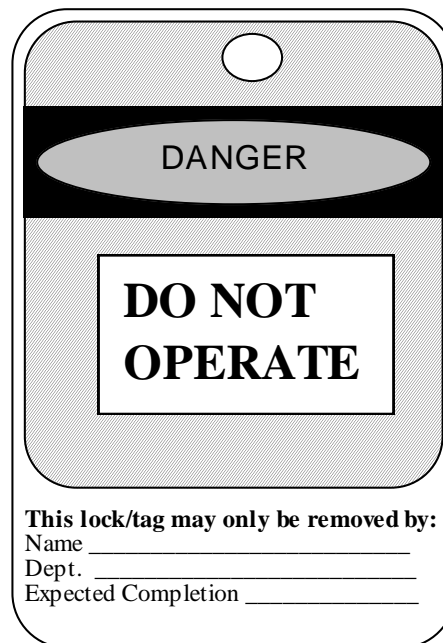
Where tagout is used for energy control, the Maintenance Supervisor will issue the Steingass Mechanical Contracting, Inc. an approved tag and approved means of attachment to the authorized employee at the time he/she needs to isolate an energy source. Tagout devices shall be affixed to each energy isolating device by authorized employees. Where used, it shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the safe or off position.

Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachments shall be fastened at the same point at which the lock would have been attached. Where a tag cannot be affixed directly to the energy isolating device the tag shall be located as close as safely possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

Below is an example of Steingass Mechanical Contracting, Inc.'s approved tag and means of attachment.



A rectangular tag with rounded corners and a hole at the top center. It features a black horizontal band at the top with the word "DANGER" in white capital letters inside a white oval. Below this, the text reads: "This energy source has been LOCKED OUT." followed by "Only the individual who signed the reverse side may remove this lock/tag." and "Remarks:" followed by three horizontal lines for writing.



A rectangular tag with rounded corners and a hole at the top center. It features a black horizontal band at the top with the word "DANGER" in white capital letters inside a white oval. Below this, a white rectangular box contains the text "DO NOT OPERATE" in bold black capital letters. At the bottom, the text reads: "This lock/tag may only be removed by:" followed by "Name", "Dept.", and "Expected Completion", each followed by a horizontal line for writing.

CONTROL OF HAZARDOUS ENERGY AND LOCKOUT/TAGOUT



EMPLOYEE TRAINING AND
COMMUNICATION

Steingass Mechanical Contracting, Inc.

EMPLOYEE TRAINING AND COMMUNICATION

Steingass Mechanical Contracting, Inc. will provide effective training to ensure that all appropriate employees understand the purpose and function of the energy control program and that the knowledge and skills required for the safe application, all appropriate employees understand usage and removal of energy controls. Steingass Mechanical Contracting, Inc. will provide initial training and periodic retraining. **Such training will be documented, signed and certified.**

Steingass Mechanical Contracting, Inc. believes that the training program under this standard needs to be performance orientated. In order to provide adequate information, the training program under this standard will cover the following three areas:

1. Steingass Mechanical Contracting, Inc.'s energy control program
2. Elements of the energy control procedures that are relevant to the employees' duties
3. The requirements of this procedure

The complexity of the equipment and the procedure, the employees' job duties, and their responsibilities under this energy control program will determine the relative degree of knowledge required by each individual employee. Steingass Mechanical Contracting, Inc. has established three groups of employees relevant to this standard: "**authorized**" employees, "**affected**" employees and all "**other**" employees. The knowledge required by these three employee groups is clearly outlined, and in descending order beginning with:

1. AUTHORIZED EMPLOYEE(S)

- A. Will receive training in the recognition of applicable hazardous energy sources and the type and magnitude of the energy available in the workplace.
- B. Will receive training in the recognition of when and/or where this procedure will be implemented.
- C. Will receive training in the responsibilities assumed by an authorized employee who implements lockout/tagout.
- D. Will receive training and have a sound working knowledge of Steingass Mechanical Contracting, Inc.'s lockout/tagout procedure in its entirety.

2. AFFECTED EMPLOYEE(S)

- A. Will receive training in the recognition of when and/or where this procedure will be implemented.
- B. Will receive training and understand the purpose of the procedure and the importance of not attempting to start up or use the equipment that has been locked out or tagged out.

3. OTHER EMPLOYEE(S)

Will receive training so they are able to recognize lockout or tagout devices immediately, they must know the purpose of those devices and, most importantly, that they do not disturb the lockout or tagout device or the equipment to which the device is affixed.

RETRAINING

Annual retraining will be mandatory for all authorized employees and/or when there is a change in job assignments that places an employee into a different group. In addition, retraining may be required if there is a change in machines, equipment or processes that presents a new hazard or a change in energy control procedures.

Retraining will be mandatory whenever a periodic inspection reveals, or whenever Steingass Mechanical Contracting, Inc. has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of this energy control procedure.

CONTROL OF HAZARDOUS ENERGY

LOCKOUT/TAGOUT

Authorized Employee Training

Steingass Mechanical Contracting, Inc.

TRAINING STATEMENT FOR AUTHORIZED EMPLOYEES

The purpose of this training is to gain understanding of established lockout/tagout procedures. **You** are accountable for ensuring that you understand by asking questions and seeking clarification during training and day-to-day practical job applications.

This program has been developed to be as workable as possible while accomplishing our safety goals and complying with current OSHA regulations. You are welcome to suggest changes to these procedures. All suggestions will be evaluated based on their workability, impact on safety and compliance with current OSHA regulations.

As one of Steingass Mechanical Contracting, Inc.'s **Authorized Employees**, I have reviewed the most recent copy of Steingass Mechanical Contracting, Inc.'s lockout/tagout program and in addition I have also received the following training:

- A. Recognition of applicable hazardous energy sources and the type and magnitude of the energy available in the workplace.
- B. Recognition of when and/or where this procedure will be implemented.
- C. In my responsibilities assumed as an Authorized Employee who implements lockout/tagout.
- D. Training in Steingass Mechanical Contracting, Inc.'s lockout/tagout procedure in its entirety.

Authorized Employee Signature: _____

Clock Number: _____ **Assigned Lock Number:** _____

Date: ____/____/____ **Time:** _____

LOCKOUT/TAGOUT TRAINING MODULE I

AUTHORIZED EMPLOYEES

PURPOSE

This training module will provide all the necessary information to inform and train employees who fall in the category of "authorized" under the scope and application of Steingass Mechanical Contracting, Inc.'s lockout/tagout program.

1. Q: Exactly what is lockout/tagout and its intended purpose?

A: Lockout/tagout is a term and/or title of an OSHA standard, 1910.147, which is primarily intended to outline methods of protecting workers engaged in maintenance and/or service of machines, processes or systems from injury by the unexpected and unrestricted release of hazardous energy.

2. Q: When should a lockout/tagout procedure be implemented?

A: There are primarily two times a lockout/tagout procedure is to be implemented.

1. When an employee is required to remove or bypass a guard or other safety device.
2. When an employee is required to place any part of his/her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation), or where an associated danger zone exists during a machine operating cycle.

3. Q: What are my responsibilities as an authorized employee?

A:-1: The most important thing an authorized employee can do is to develop a sound working knowledge of this company's lockout/tagout program and, follow the procedures so as to protect yourself and your co-workers.

A-2: You must maintain exclusive control of your lockout device.

A-3: The service or maintenance you are performing does not create a hazard for other employees.

4. Q: What type of energy sources might I encounter and to what magnitude are these energy sources?

A: There are many different types of energy sources. The examples below will give you an idea of the most common that you may encounter.

Examples Are:

Electric Power	Mechanical Power
Battery	Spring Loaded
Counter Weights	Water System
Flywheel	Hydraulic Power
Pneumatic Energy	Chemical System
Thermal Energy	

It is imperative that you understand the magnitude of the energy source before you assume the responsibility of lockout/tagout, if you are not positive, seek assistance from the Maintenance Supervisor.

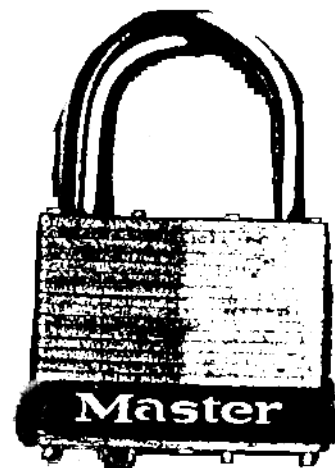
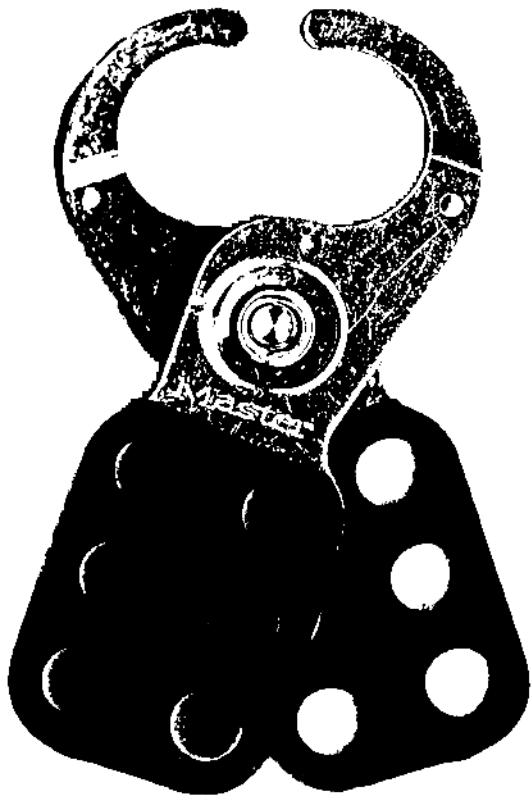
5. **Q: How does Steingass Mechanical Contracting, Inc.'s lockout/tagout procedure work?**

A: It is crucial that each authorized employee have a sound working knowledge of the written procedure. Each authorized employee must review the written program in its entirety; go through it section by section, ensuring that the authorized employee understands his/her responsibilities and is completely familiar with this procedure and how it works.

STANDARDIZATION REQUIREMENTS FOR LOCKOUT DEVICES

Lockout devices will be standardized within this operation, and will not be used for any other purposes. In addition, they will be durable, substantial and identifiable. The supervisor will assign each authorized employee with his/her own lockout device, which will be stamped with an identifiable number. The supervisor will maintain a current list, which will include the employee's name and lockout device number. It will be posted in the main office at all times. Lockout devices shall be affixed to each energy isolating device by authorized employees. These devices, where used, shall be affixed in a manner that will hold the energy isolating device in a safe or off position.

Below is an example of Steingass Mechanical Contracting, Inc.'s approved lock device.



STANDARDIZATION REQUIREMENT FOR TAGOUT DEVICES

Where tagout is used for energy control, the Maintenance Supervisor will issue Steingass Mechanical Contracting, Inc. an approved tag and approved means of attachment to the Authorized Employee at the time he/she needs to isolate an energy source. Tagout devices shall be affixed to each energy isolating device by authorized employees. Where used, it shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the safe or off position.

Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachments shall be fastened at the same point at which the lock would have been attached. Where a tag cannot be affixed directly to the energy isolating device the tag shall be located as close as safely possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

Below is an example of Steingass Mechanical Contracting, Inc.'s approved tag and means of attachment.

○

DANGER

**This energy source has
been LOCKED OUT.**

Only the individual who
signed the reverse side
may remove this lock/tag.

Remarks: _____

○

DANGER

**DO NOT
OPERATE**

This lock/tag may only be removed by:
Name _____
Dept. _____
Expected Completion _____

CONTROL OF HAZARDOUS ENERGY LOCKOUT/TAGOUT

Affected Employee Training
Steingass Mechanical Contracting, Inc.

TRAINING STATEMENT FOR AFFECTED EMPLOYEES

The purpose of this training is to gain understanding of established lockout/tagout procedures. **You** are accountable for ensuring that you understand by asking questions and seeking clarification during training and day-by-day practical job applications.

This program has been developed to be as workable as possible while accomplishing our safety goals and complying with current OSHA regulations. You are welcome to suggest changes to these procedures. All suggestions will be evaluated based on their workability, impact on safety and compliance with current OSHA regulations.

As one of Steingass Mechanical Contracting, Inc.'s **Affected Employees**, I have received training and understand:

A. In the recognition of when and/or where this procedure will be implemented.
--

B. The purpose of this procedure and the importance of not attempting to start up or use the equipment that has been locked or tagged out.

Employee Signature: _____

Date: ____/____/____

Clock Number: _____ **Time:** _____

LOCKOUT/TAGOUT TRAINING MODULE II AFFECTED EMPLOYEES

PURPOSE

This training module will provide the necessary information to inform and train employees who fall in the category of "affected" under the scope and application of Steingass Mechanical Contracting, Inc.'s lockout/tagout program.

1. Q: Exactly what is lockout/tagout and its intended purpose?

A: Lockout/tagout is a term and/or title of an OSHA standard, 1910.147, which is primarily intended to outline methods of protecting workers engaged in maintenance and/or service of machines, processes or systems from injury by the unexpected and unrestricted release of hazardous energy.

2. Q: When should a lockout/tagout procedure be implemented?

A: There are primarily two times a lockout/tagout procedures to be implemented.

1. When an employee is required to remove or bypass a guard or

other safety device.

2. When an employee is required to place any part of his/her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation), or where an associated danger zone exists during a machine operating cycle.

3. Q: As an affected employee, what are my responsibilities under the scope and application of the lockout/tagout procedures?

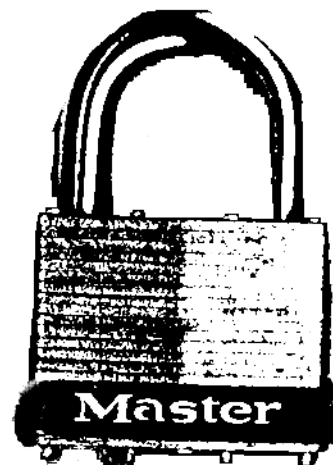
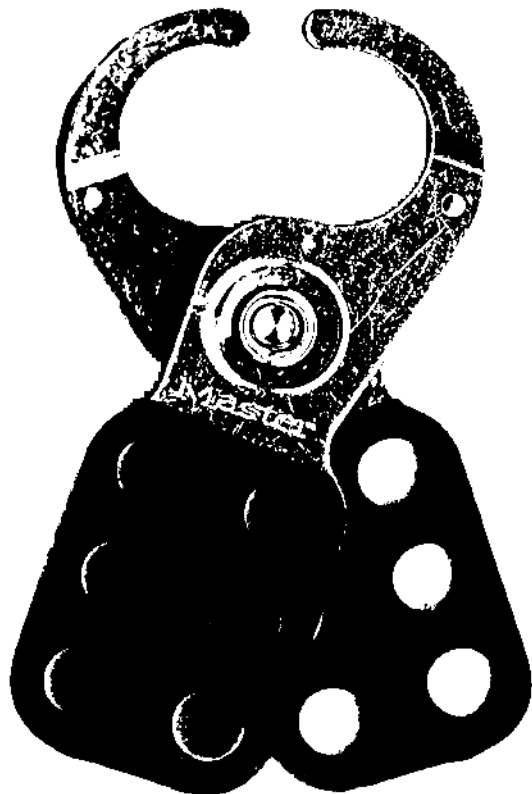
A-1: It is the utmost importance that you, as an affected employee, familiarize yourself with both the approved locking device and approved tagging device.

A-2: It is of equal importance that you understand the importance of not attempting to start-up or use the equipment that has been locked or tagged out.

STANDARDIZATION REQUIREMENTS FOR LOCKOUT DEVICES

Lockout devices will be standardized within this operation, and will not be used for any other purposes. In addition, they will be durable, substantial and identifiable. The Maintenance Supervisor will assign each authorized employee with his/her own lockout device, which will be stamped with an identifiable number. The supervisor will maintain a current list, which will include the employee's name and lockout device number. It will be posted in the main office at all times. Lockout devices shall be affixed to each energy isolating device by authorized employees. These devices, where used, shall be affixed in a manner that will hold the energy isolating device in a safe or off position.

Below is an example of Steingass Mechanical Contracting, Inc.'s approved lock device.



STANDARDIZATION REQUIREMENT FOR TAGOUT DEVICES

Where tagout is used for energy control, the Maintenance Supervisor will issue the Steingass Mechanical Contracting, Inc. an approved tag and approved means of attachment to the authorized employee at the time he/she needs to isolate an energy source. Tagout devices shall be affixed to each energy isolating device by authorized employees. Where used, it shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the safe or off position.

Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachments shall be fastened at the same point at which the lock would have been attached. Where a tag cannot be affixed directly to the energy isolating device the tag shall be located as close as safely possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

Below is an example of Steingass Mechanical Contracting, Inc.'s approved tag and means of attachment.

DANGER

This energy source has been LOCKED OUT.

Only the individual who signed the reverse side may remove this lock/tag.

Remarks: _____

DANGER

DO NOT OPERATE

This lock/tag may only be removed by:
Name _____
Dept. _____
Expected Completion _____

CONTROL OF HAZARDOUS ENERGY LOCKOUT/TAGOUT

New and Other Employee Training
Steingass Mechanical Contracting, Inc.

LOCKOUT/TAGOUT TRAINING MODULE III
NEW AND OTHER EMPLOYEES

PURPOSE

This training module will provide the necessary information to inform and train employees who fall in the category of "new" and "other" under the scope and application of Steingass Mechanical Contracting, Inc.'s lockout/tagout program.

1. Q: Exactly what is lockout/tagout and its intended purpose?

A: Lockout/tagout is a term and/or title of an OSHA standard, 1910.147, which is primarily intended to outline methods of protecting workers engaged in maintenance and/or service of machines, processes or systems from injury by the unexpected and unrestricted release of hazardous energy.

2. Q: When should a lockout/tagout procedure be implemented?

A: There are primarily two times a lockout/tagout procedures to be implemented.

1. When an employee is required to remove or bypass a guard or other safety device.
2. When an employee is required to place any part of his/her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation), or where an associated danger zone exists during a machine operating cycle.

3. Q: As a new or other employee, what are my responsibilities under the scope and application of the lockout/tagout procedures?

A-1: It is the utmost importance that you, as a new or other employee, familiarize yourself with both the approved locking device and approved tagging device.

A-2: It is of equal importance that you understand the importance of not attempting to start-up or use the equipment that has been locked or tagged out.

TRAINING STATEMENT FOR NEW EMPLOYEE(S)

The purpose of this training is to gain understanding of established lockout/tagout procedures. **You** are accountable for ensuring that you understand by asking questions and seeking clarification during training and day-by-day practical job applications.

This program has been developed to be as workable as possible while accomplishing our safety goals and complying with current OSHA regulations. You are welcome to suggest changes to these procedures. All suggestions will be evaluated based on their workability, impact on safety and compliance with current OSHA regulations.

As an employee of Steingass Mechanical Contracting, Inc.'s, **I understand and** am able, to recognize lockout/tagout devices immediately. I understand the purpose of those devices and most importantly, I know not to disturb the lockout or tagout device or the equipment to which the device is affixed.

Employee Signature: _____

Date: ____/____/____

Clock Number: _____ **Time:** _____

ANNUAL EVALUATION

Date of Periodic Inspection: _____

Evaluation performed by: _____

Policy review (Comments):

Specific procedures reviewed:

Review of injuries and/or accident reports list below any accidents or injuries including specific sequence, applicable equipment, process or machinery:

Modifications made based on this periodic inspection:

Comments:

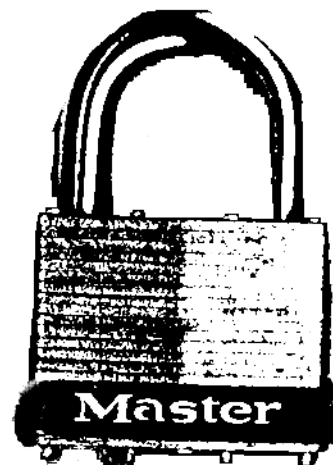
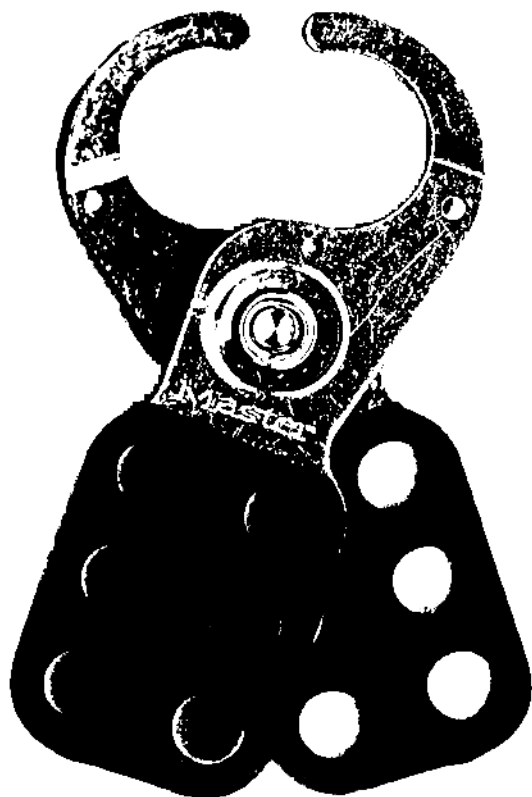
Signature/Title

Date

STANDARDIZATION REQUIREMENTS FOR LOCKOUT DEVICES

Lockout devices will be standardized within this operation, and will not be used for any other purposes. In addition, they will be durable, substantial and identifiable. The supervisor will assign each authorized employee with his/her own lockout device, which will be stamped with an identifiable number. The supervisor will maintain a current list, which will include the employee's name, clock number and lockout device number. It will be posted in the main office at all times. Lockout devices shall be affixed to each energy isolating device by authorized employees. These devices, where used, shall be affixed in a manner that will hold the energy isolating device in a safe or off position.

Below is an example of Steingass Mechanical Contracting, Inc.'s approved lock device.

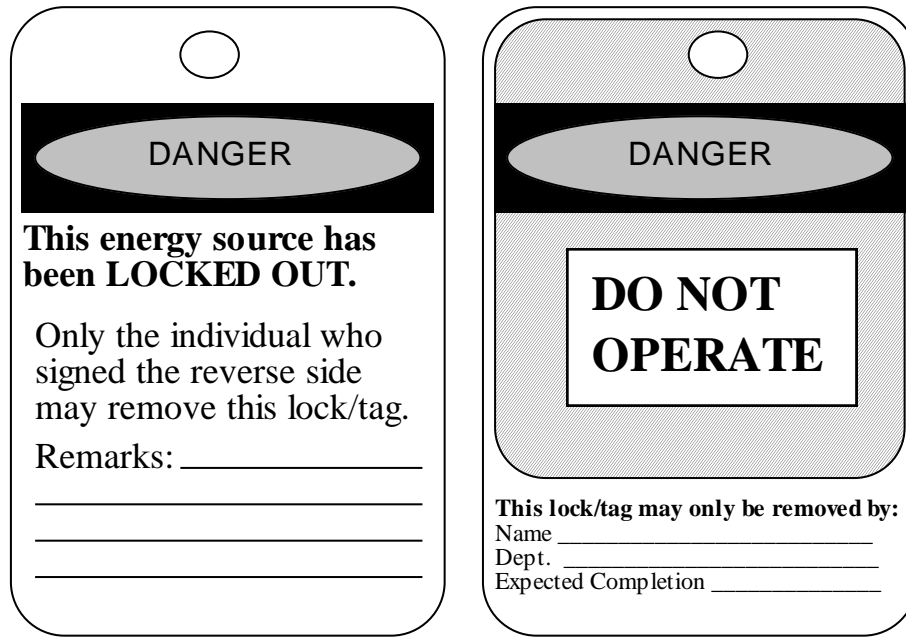


STANDARDIZATION REQUIREMENT FOR TAGOUT DEVICES

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Below is an example of Steingass Mechanical Contracting, Inc.'s approved tag and means of attachment.



ANNUAL INSPECTION

Steingass Mechanical Contracting, Inc.'s safety coordinator will conduct annual inspections of this energy control program to ensure that all requirements of these procedures are being followed. This annual inspection will be designed to correct any deviations or inadequacies observed.

Steingass Mechanical Contracting, Inc. will certify that annual inspections have been performed. In addition, said certification will identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection and the person performing the inspection.

Steingass Mechanical Contracting, Inc.
LIST OF AUTHORIZED EMPLOYEES

LOCK NUMBER	NAME	CLASSIFICATION	DATE
