### Lockout / Tagout Clearance Procedure

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**Lockout/Tagout Clearance Procedure**

**Title: Lockout/Tagout Clearance Procedure**

**1.0 Purpose**

States the responsibilities and authorities, the locks/tags used and their control, the process for

issuing and for the removing of tags/locks, audit and periodic inspection requirements, and training

requirements associated with ENTER COMPANY NAME,. Lockout/Tagout procedure.

Non-compliance with this procedure will create a hazard to personnel or equipment and disturb

desired operational lineups. ***Non-compliance will result in disciplinary action up to and including***

***dismissal.***

**2.0 Definitions**

Tagging Authority

Consists of the Safety Manager, and Field Superintendent who is the authorized employee responsible for directing the Lockout/Tagout Procedure.

Affected Worker/Clearance Holder

A worker whose job requires him/her to work between boundary isolation points as listed on the Lockout/Tagout form. This person will sign on the Lockout/Tagout form and install a lock on the lock box prior to beginning any work, and will be designated the Clearance Holder. He or She will remain such until the lock is removed and they have signed off the Lockout/Tagout form.

Tagging Authority Designee and Reviewing Tagging Authority Designee A worker who has completed the required training (Qualified Watchstander) and implements the Lockout/Tagout procedure by installing and removing Lockout/Tagout devices. A Tagging Authority Designee may also be an "Affected Worker/Clearance Holder."

Blocking Device

A device which limits or blocks the travel or use of a valve, used in conjunction with a lockout.

Boundary

The limits of a given Lockout/Tagout as determined by those components that must be configured to

provide a safe condition prior to work being performed.

Contractor

Any contract personnel hired to perform a specific task, or perform work as defined by this procedure or by ENTER COMPANY NAME,. personnel responsible for completion of the subject work per the Clearance Request Form. Each contractor will attend Lockout/Tagout training before the company or any employee of the company may sign onto the clearance. **The contractor supervisor will be responsible for holding the clearance for his/her employees and must put his/her lock on the lock box.**

Direct Control

A device (breaker, valve, plug, etc.) is considered to be under direct control of the affected worker when it is within his/her direct line of sight and cannot be operated without his/her knowledge.

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Energy Source

Any source of hazardous energy or materials. Sources include, but are not limited to electrical,

mechanical, hydraulic, pneumatic, chemical, and thermal energies.

Installation

The process of using the Lockout/Tagout procedure to place a system or component in the proper configuration by applying tag(s) and locking devices completing the required documentation, and notifying affected employees.

Isolating Device

A device that prevents the transmission or release of hazardous energy or hazardous materials. Examples include, but are not limited to: electrical circuit breakers, disconnect switches, blind flanges, or line valves. For Lockout/Tagout purposes, isolating devices provide visible indication that the device's position is in the safe condition.

Locking Device (or Lock)

A lock that holds an isolating device in the required position for the protection of personnel and/or equipment. At ENTER COMPANY NAME,., the locking devices will be as follows:

a) GREEN - Locks will be used by Affected Worker/Clearance Holder on the lock box.

b) RED - Locks are placed by the Tagging Authority Designee, these locks are used to lockout all isolation points in the field.

c) BLUE - The Tagging Authority will use BLUE locks to lock each lock box indicating authorization is granted for the Affected Worker/Clearance Holder(s) to sign on the Lockout/Tagout Request form.

Lock Box

The lock box will store the key(s) from the RED lock(s) of an active Lockout/Tagout. In turn the Clearance Holder/Affected Worker will install their GREEN lock on this box.

Safe Condition

The condition established to permit work to be done within a Lockout/Tagout boundary, attained by isolating the work area from all sources of energy and/or hazardous materials outside the boundary and removing or securing all sources of potential energy inside the boundary.

Safe Condition Check

The inspection or test of a system or component performed to ensure that the energy or hazardous materials are adequately controlled to prevent injury or accident. The safe condition check is the responsibility of the Affected worker/Clearance Holder prior to signing on the Lockout/Tagout form.

Tags

A caution or danger tag. Only danger and caution tags will be used in conjunction with this procedure.

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1. Caution Tag

A Tagout device used to provide information or instruction only.

2. Danger Tag

A Tagout device used to establish safe work area boundaries and prevent the operation of any component or equipment when operation could cause personal injury, death, or equipment damage.

Lockout/Tagout

The process of isolating a system/component to ensure a safe working boundary.

Tag Disposal

The process of destroying, cutting, or defacing tags to prevent reuse.

Tagout Device

A prominent warning device (such as a tag and means of attachment) that can be securely fastened to an isolating device to indicate that the isolating device and equipment being controlled by it may not be operated (outside of the specification on the tag, for caution tags) until the Tagout device has been removed. Tagout material must be weather resistant and attached to device by a means capable of withstanding 50 pounds of force.

Technical Re view

A review of the boundary, performed to ensure an adequate boundary is established. The review is performed using available information such as controlled drawings, documents, or field walk-down. This review signifies that the boundary established provides a "safe condition".

**3.0 Responsibilities and Authorities**

**3.1** All Personnel

1. All ENTER COMPANY NAME,. personnel and contracted personnel shall comply with ENTER COMPANY NAME,. Clearance procedure.

2. No one shall operate any device on which a danger tag is hung.

3. No one shall operate equipment on which a caution tag is installed beyond the limits specified on the tag.

4. No one shall authorize another person to violate a Lockout/Tagout that is in place.

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**Lockout/Tagout Clearance Procedure**

**3.0 Responsibilities and Authorities (Continued)**

5. Any willful or negligent violation of instructions on a tag is sufficient cause for disciplinary action up to and including termination of employment.

**3.2** Field Superintendent

**1.** The Field Superintendent will be the Tagging Authority.

**2.** The Field Superintendent will resolve conflicts between Clearances.

**3.** The Field Superintendent will maintain overall responsibility for the Lockout/Tagout program.

**4.** The Field Superintendent is responsible for maintaining:

A. The Lockout/Tagout log.

B. Issuing and removing of clearances.

**5.** The Field Superintendent is responsible for ensuring that the Lockout/Tagout establishes a "safe condition" for the scope of the work to be performed.

**6.** The Field Superintendent is responsible for providing system restoration lineups and system retest if none are provided.

**7.** The Field Superintendent in conjunction with ENTER COMPANY NAME,. personnel must ensure that valves or breakers which are positioned out of their normal alignment and are not controlled by other means (Operations Procedures, Maintenance Procedures, etc.) shall be tagged to ensure proper system restoration.

**3.3** **Tagging Authority Designee**

**1.** A Tagging Authority Designee is responsible for performing reviews of the Lockout/Tagout for completeness, accuracy, and adequacy.

**2.** The Reviewing Tagging Authority Designee is responsible for ensuring that the Lockout/Tagout establishes a "safe condition" for the scope of the work to be performed.

**3.** Only the Tagging Authority Designee shall install tags under this procedure. The authorized worker must be qualified on the watch station involved.

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**4.** Only Tagging Authority Designee shall conduct the Lockout/Tagout audit.

Anyone who finds a loose or unattached tag shall contact the Field Superintendent immediately.

The Field Superintendent shall immediately determine if the tag is still active and issue a replacement if necessary. If for any reason this procedure cannot be effectively applied, a written authorization for hazardous work shall be prepared and approved by the Field Superintendent prior to beginning the work.

**4.0 Clearance Component Overview**

**4.1** Tag Types and Their Use

**1.** Danger Tag: Danger tags shall be used to:

**a)** Establish safe work area boundaries.

**b)** Prevent the operation of any component or equipment when operation could cause personnel injury or death, damage to property or the environment.

**2.** Caution Tags:

**1.** Caution tags may be used to provide information such as:

**a)** Identify limiting conditions for equipment operation.

**b)** Provide information for tagged out equipment.

**c)** Serve as an aid in procedural compliance.

A caution tag shall not be used for personnel protection.

**3.** Tag Use

**1.** Tags shall be legible with all spaces properly filled out. Tags and their means of attachment shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

**2.** Multiple tagging may exist on any piece of equipment, however a caution tag must be removed before a danger tag is installed. Any conflicts in required equipment condition/positions due to multiple tags shall be brought to the attention of the Tagging Authority prior to hanging any remaining tags on the clearance.

**3.** Tags shall be hung in a manner which isolates the electrical equipment first (i.e. breakers) then the mechanical equipment (i.e. valves). This is to prevent accidental injury or equipment damage due to remote operation of equipment when not in an operational lineup.

**4.** Tags shall be attached in a manner providing high visibility, and should be hung to prevent obscuring meters or lights if possible.

**5.** Every effort shall be made to ensure that tags are securely attached to the equipment or controls involved.

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**4.0 Clearance Component Overview (Continued)**

**6.** In places where a tag cannot be directly attached by a tie wrap (i.e., small toggle switches), tape or similar methods shall be used to attach the tag as securely as possible and proper isolation is maintained.

**7.** The use of wire to attach tags to electrical equipment is PROHIBITED.

**8.** When a component must be physically removed from its location in the field, ensure any tags hanging on the component are properly removed prior to component removal.

**9.** Tags shall only be used when a means of mechanical lockout is not feasible.

**4.2** Requirements for Using Locks with Tags

Lockout devices and locks are required for all devices that will accept such devices without having to repair, replace, dismantle or permanently alter the equipment being locked. The lockout devices will be installed and removed by a Tagging Authority Designee performing the Lockout/Tagout.

**4.3** Documentation of Tags

The Lockout/Tagout form documents the information associated with all Lockout/Tagouts and includes:

**1.** Reason for tagging.

**2.** Tag type and number.

**3.** Person responsible for installation and removal of tags.

**4.3.1** Lockout/Tagout Audit Sheet:

This sheet is a listing of the discrepancies found during Lockout/Tagout audits with a Tagging Authority Designee signature certifying satisfactory completion of the audit.

**4.3.2** Lockout/Tagout Log:

The log provides a summary of information about clearances, and is maintained by the Tagging Authority. The Lockout/Tagout log is maintained in the Control Room, and contains the following information:

**1.** Lockout/Tagout index sheets.

**2.** Lockout/Tagout Authorization Forms.

**3.** Completed Lockout/Tagout Authorization Forms.

**4**. Lockout/Tagout audit section.

**5.0 Clearance Procedure**

**5.1** General Information on Installing Danger/Caution Tag Clearances

**1)** Each Lockout/Tagout Form will remain active until all tags authorized by that form for a particular system or component is removed.

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**Lockout/Tagout Clearance Procedure**

**5.0 Clearance Procedure (Continued)**

**2)** A Lockout/Tagout Form serial number will not be cleared from the Clearance Index Sheet until all tags/locks are removed accounted for and all affected workers/Clearance Holders have signed off the L/T Form.

**3)** When removed, the Lockout/Tagout Form is filed in a separate binder labeled Completed Tagouts.

**4)** All blanks will be filled-in on active tags and Lockout/Tagout Forms. If the requested information is not applicable, then "N/A" shall be entered.

**5)** Any corrections of tags or Lockout/Tagout Forms shall be made by lining out the incorrect   
 information with a single line, initialing and dating the correction.

**5.1.1** A Tagging Authority Designee will review the work for the Lockout/Tagout needs and requirements and perform the following:

**1.** Determine the field/system/component condition required to safely perform the work, testing, inspection, etc.

**2.** Provide boundary points or methods of isolation. Only controlled documents or physical verification may be used to prepare Lockout/Tagout s.

**5.1.2** The Tagging Authority Designee worker will fill-in the Lockout/Tagout Form as follows:

**Block 1:** Equipment Name and Component #: Enter the equipment name and component number of the equipment to be tagged.

**Block 2:** Reason for tagging: Enter the work order, procedure number or verbal description and summarize the work to be done or the reasons that tags are to be installed (e.g., valve leaks, bearings frozen, etc.)

**Block 3:** Special Instructions for Installing/Removing Tags or Instructions to Enter on Caution Tags: Put any special instructions on installing or removing the Lockout/Tagout (e.g., sequence of hanging/clearing tags). For Caution Tags, use this block to list the information stated on each caution tag. This allows accurate reconstruction of the information on the tag should it become lost or damaged.

**Block 4:** Tag # and type: Enter the sequential tag number and type of tag used. The tag number consists of the Lockout/Tagout number plus the sequential number for the tags used. (I.e. 96-001-01 96-001 is the Lockout/Tagout number and the 01 is the first tag and the second tag number is 96-001-02) For danger tags enter "D", for caution tags enter "C".

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**Block 5:** Component # and Description: State the isolating device/control point/instrument the tag will be hung on. Be as specific as possible.

**Block 6:** Required Position: Place the position the component is to be moved to prior to tagging in this block. For information caution tags enter "Inf." and reference instructions for operation as stated in the Special Instructions for Installing/Removing Tags or Instructions to Enter on Caution Tags block.

**Block 7:** Tag Hung By/Date: This block is to be initialed and dated by the Tagging Authority Designee when the lock and tag have been installed on the component.

**Block 8:** Tag Verified By/Date: This block is to be initialed by and dated by a different authorized worker after checking the installation of the lock and tag from Block 7.

**5.1.3** Completing the individual tags for the Lockout/Tagout Form:

**1.** Tag number

**2.** Component number

**3.** Position (danger)

**4.** Special instructions (caution)

**5.** Authorization signature

**5.2** Review of Clearance Form and Tags

A Tagging Authority Designee will perform technical review of the Lockout/Tagout. The Reviewer will review the Lockout/Tagout Form and the tags for completeness, accuracy, and adequacy. The reviewers must verify the adequacy of the Lockout/Tagout using at least one of the following resources:

**1.** Controlled drawings

**2.** Physical verification

When satisfied that the Lockout/Tagout requirements are fulfilled, the Reviewers will sign and date the 1st Technical Reviewer block.

The Tagging Authority will review the required Lockout/Tagout (if not one of the technical reviewers) will sign and date the Tagging Authority block and direct the field/system/component to be placed in the condition required. The Tagging Authority will then transfer the necessary information to the control room and Lockout/Tagout logbooks.

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**5.3** Installation of Locks and Tags

Tagging Authority Designee (qualified on the watch-station for the Lockout/Tagout to be hung) assigned by the Tagging Authority will perform the following:

**1.** Follow the applicable instructions in the "Special Instructions for Installing/Removing Tags" block of the Lockout/Tagout Form and post the tags at the specified locations.

**2**. If a valve was found throttled, its original position should be noted in the "Special Instructions for Installing/Removing" block on the Lockout/Tagout Form.

**3.** When the Lock and Tag have been installed, sign the "Tag Hung By/Date" block on the Lockout/Tagout Form.

**4.** A separate Tagging Authority Designee will then verify the Tag & Lock location, and position of the item tagged and Sign the Verified By/Date block on the Lockout/Tagout Form as it is checked.

**NOTE:** A copy of the Lockout/Tagout Form may be used instead of the original if tags must be installed in a chemical hazard control area (signatures and dates shall be transferred to the original form).

**5.** The Affected Worker/Clearance Holder will perform a safe condition check prior to signing on the

Lockout/Tagout, installing a lock (GREEN) on the lock box and starting work.

**6.** The Tagging Authority Designee hanging the Locks & Tags will place the RED Lock key(s) from the Lockout/Tagout Clearance Locks in the Lock Box. The Tagging Authority will install a Tagging Authority lock (BLUE) on the lock box and maintain custody and control of the key.

**7.** The Affected Worker/Clearance Holder will then place his/her lock on the Lock Box and retain that key. He will then sign on the Lockout/Tagout form by printing his/her name, date and lock number in the appropriate box.

**5.4** Removal of Tags and Locks

1. The Lockout/Tagout removal process will be initiated when the condition or circumstances requiring the Lockout/Tagout have been corrected, eliminated, or no longer needed. If any work, testing, inspection, etc., performed under a Work order, test procedure, etc. that required the Lockout/Tagout has been completed then all Affected Workers/Clearance Holders need to remove their Locks from the Lock Box and sign off the Lockout/Tagout.

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| When the Affected Worker/ Clearance Holder signed on to the Lockout/Tagout moves to another job, or does not expect to finish the remaining work on this job, he/she must transfer the clearance to another Affected Worker/Clearance Holder, sign off the Clearance and remove his/her lock from the Lock Box. The Tagging Authority must ensure that a new Affected Worker/Clearance Holder for that Lockout Tagout signs on the clearance and hangs his/her lock on the lock box.  If for any reason the Affected Worker/Clearance Holder is not available to release the Lockout/Tagout, only the Safety Manager or his specific designee can authorize the release of a Tagout or the forced removal of a lock in order to clear the Lockout/Tagout. Authorization will occur only after several attempts to contact the Affected Worker/Clearance Holder has been made, the Operations Manager and Field Superintendent have been notified, and completion of the Lock Removal Notification Form (Attachment E). If authorization is granted, the removal of the clearance must be documented on the Lock Removal Form. Affected Worker/Clearance Holder shall be notified immediately upon returning to the site that their clearance is removed. Each Affected Worker/Clearance Holder will verify daily that his or her lock is still hanging on the lock box prior to the beginning of each shift. |

**2.** The Tagging Authority will confirm all conditions, which would permit removal of the Locks, & Tags, then remove the Tagging Authority Lock (BLUE) from the Lock Box. The designated Tagging Authority Designee, qualified on the watch-station, will then take the field lock key(s) from the Lock

Box, remove the locks and tags, and sign the "Removed By/Date" block on the Lockout/Tagout Form.

Any mechanical blocking devices, lead disconnects, etc., that were required and installed will be removed concurrently with the tag. When a component has multiple tags only the tag associated with the Lockout/Tagout for the completed work shall be removed and the component shall not be repositioned until all tags are removed.

**3.** When all tags have been removed, the system restoration may be accomplished. This may be   
 performed in conjunction with tag removal.

**4.** The Tagging Authority Designee will then return the Lockout/Tagout Form and all tags removed to the Tagging Authority.

**5.** Upon removal of the tags, the following will be performed:

**A)** Tagging Authority will verify that all of the correct tags were removed.

**B)** Tagging Authority will verify system restoration and retest complete.

**C)** Tagging Authority will perform tag disposal.

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**D)** Tagging Authority will enter the date cleared on the Lockout/Tagout Index Sheet.

**E)** Tagging Authority will file the Lockout/Tagout Form in the Completed Tagout Binder

and enter the appropriate data on the Index Sheet in that Binder.

**F)** Tagging Authority will verify that all personnel are clear of equipment and notified before

starting.

**5.5** Addition of Locks/Tags and Partial Clearance of Locks/Tags

When required to provide additional protection and or isolation, additional tags may be issued on a Lockout/Tagout form. Additional tags are generated the same as in Section 5.1.2 and 5.1.3, and the technical reviewers will initial each additional lock/tag added to the Lockout/Tagout Form.

Individual locks/tags may be cleared prior to the removal of the entire Lockout/Tagout only in two cases, and only when specifically **authorized by the Tagging Authority and the Clearance Holder and removed in accordance with Section 5.4 of this procedure:**

**1.** When that component is no longer needed for the scope of the work required by the Affected Worker(s)/Clearance Holder signed on the Lockout/Tagout Form. All Affected Workers must concur with the Tagging Authority.

**2.** For the testing of equipment of equipment under a temporary lift.

A temporary lift of a tag(s) may be performed for testing under the following conditions.

**1.** All Clearance Holders and persons signed on the Lockout/Tagout are notified and concur with the lift. The Clearance Holder(s) must remove his lock from the Lock Box so the field locks may be accessed.

**2.** The watchstander (Tagging Authority Designee) performs the lift.

**3.** The lift is logged by the control room operator in the control room logbook.

**4.** When the lift is completed the watchstander (Tagging Authority Designee) will rehang the Lock(s) & Tag(s), place the field keys back in the Lock Box, and the Tagging Authority will reinstall the Tagging Authority lock on the Box. The Affected Worker(s)/Clearance Holder(s) will place their locks back on the Lock Box and again retain their keys. The Tagging Authority will note the change in the log.

**5.6**  Missing, Mutilated, or Illegible Tags

When a tag is discovered missing, mutilated, or illegible the Safety Manager will verify that the tag is still active and required. A replacement tag will be issued using the identical number as shown on the Lockout/Tagout Form. No technical review is required to hang a missing or illegible tag or reestablish boundary isolation. The replacement tag shall be installed per Section 5.2 through 5.3.

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**Lockout/Tagout Clearance Procedure**

**5.7** Audits and Periodic Inspections

All installed Lockout/Tagouts shall be surveyed once every two weeks. The surveillance shall include:

**1.** Evidence of correct implementation of this procedure.

**2.** An evaluation of the continuing need for the Clearance.

**3.** The Lockout/Tagout Form and tags were filled out completely.

**4.** Proper placement of tags.

**5.** The tagged components are in the required position.

The Lockout/Tagout Audit Sheet" will be used to document the completion of Lockout/Tagout audits. This audit sheet is maintained in the Lockout/Tagout Log in the Control Room. The surveillance, including the deficiencies found and corrective action(s) taken shall be documented on the Lockout/Tagout Audit Sheet. The Audit Sheet shall always be available for review.

The Tagging Authority will make, sign, and date any audit entry, and for completeness, an entry shall be made on the Clearance audit sheet even if no tags are active.

The Index Sheets will be audited against the Lockout/Tagout Forms to ensure that the Lockout/Tagout Index Sheets reflect the current status. Missing mutilated, incorrectly hung, or illegible tags shall be replaced per Section 5.6. Completed Lockout/Tagout Authorization Forms and Lockout/Tagout Audit Sheets will be retained for 60 days. After that period they will be removed and disposed of.

Periodic Inspections of the Lockout/Tagout procedure shall be conducted at least annually, to ensure that the requirements of the procedure are being followed. The key elements of the periodic inspection shall include:

**1.** Isolation.

**2.** Equipment shutdown.

**3.** Lock and tag placement.

**4.** Verifying equipment deactivation.

**5.** Equipment startup.

**6.** Documentation tags, logbooks, etc.

**7.** Procedure Review.

**8.** Training.

**9.** Personnel Notification.

The periodic inspection, including the deficiencies found and corrective action(s) taken shall be documented and the made available for review.

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**6.0 Training**

**6.1** Training Requirements

All ENTER COMPANY NAME,. employees and contractors shall receive Lockout/Tagout orientation, which shall consist of:

**1.** Instruction that the installation and removal of a lock and/or tag shall be conducted in accordance with this procedure.

**2.** Instruction on limitations of Lockout/Tagout devices.

**3.** Emphasis on the disciplinary actions that may be taken for any employee or contractor that willfully violates the Lockout/Tagout procedures.

**4.** Methods to recognize the types and magnitude of hazards existing in their work area.

**5.** Means to control and isolate these hazards.

**6.** Practical hands-on training in lock and tag application.

Appropriate retraining shall be provided to employees whenever there is a significant change in work assignment, a new hazard is identified, or there is significant change in ENTER COMPANY NAME,. Lockout/Tagout procedure.

All ENTER COMPANY NAME. employees and contractors shall be retrained on this standard annually. The training will be documented, and records retained for file.

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