



**QUALITY PLAN – SYSTEM LEVEL  
PROCEDURE  
SOC OH&S MANAGEMENT SYSTEM**

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| <b>Document No.</b><br><b>SOC.OHS.SP.0002</b> |
| <b>Rev. 3</b>                                 |
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| <b>Title</b><br><br><b>Chapter 21</b><br><br><b>LOCKOUT/TAGOUT</b> |
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**1. Purpose**

1.1 This written procedure establishes the requirements for control of energy. This chapter is written IAW 29 CFR 1910.147. The purpose of this program is to control potential employee injury or mishaps as a result of an incident involving uncontrolled sources of energy. This program establishes the process for ensuring that no SOC personnel (employee or contractor) are exposed to hazards associated with a release of hazardous energy or deficiencies with, or inadequacies of control of hazardous energy in the SOC buildings and grounds.

**2. Scope**

2.1 This program applies to all employees of SOC. In the event contractors (or any subcontractors) come into contact with a hazardous energy control while in the SOC buildings and/or grounds, contractors shall supply the Safety office with a copy of their written Lockout/Tag out program. In the event the contractor does not have a written program, they shall be trained to SOC procedures.

**3. Policy**

3.1 It is SOC’s policy that all employees will use proper lockout/tagout procedures when servicing equipment or performing maintenance on a service line with an energy source. All employees shall be aware of SOC’s locks and tags used for energy isolation. Under no circumstances shall a lock or tag be removed by an unauthorized person.

**4. Definitions and Acronyms**

- 4.1 SOC - SOC Nevada LLC
- 4.2 AR - Army Regulation
- 4.3 DoD - Department of Defense
- 4.4 OSHA - Occupational Safety & Health Administration
  
- 4.5 Affected Employee - An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tag out, or whose job requires him/her to work in an area in which such service or maintenance is being performed
  
- 4.6 Authorized Employee - Any person who locks out or tags out a machine or equipment in order to perform servicing or maintenance on

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that machine or equipment. An affected employee becomes an authorized employee when that employee’s duties include performing servicing or maintenance under this section.

- 4.7 Capable of being locked out - An energy isolating device is capable of being locked out if it has a hasp or other means of attachment, to which or through which, a lock can be affixed or a locking mechanism is built into. Other energy isolating devices are 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.
- 4.8 Energized - Connected to any energy source or containing residual or stored energy.
- 4.9 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 circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches, and other controls circuit type devices are not energy isolating devices.
- 4.10 Energy Source - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
- 4.11 Hot Tap - A procedure used in the repair, maintenance, and service activities which involves welding on a piece of equipment (pipelines, vessels, or tanks) under pressure, to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of services such to air, gas, water, steam, and petrochemical distribution systems.
- 4.12 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



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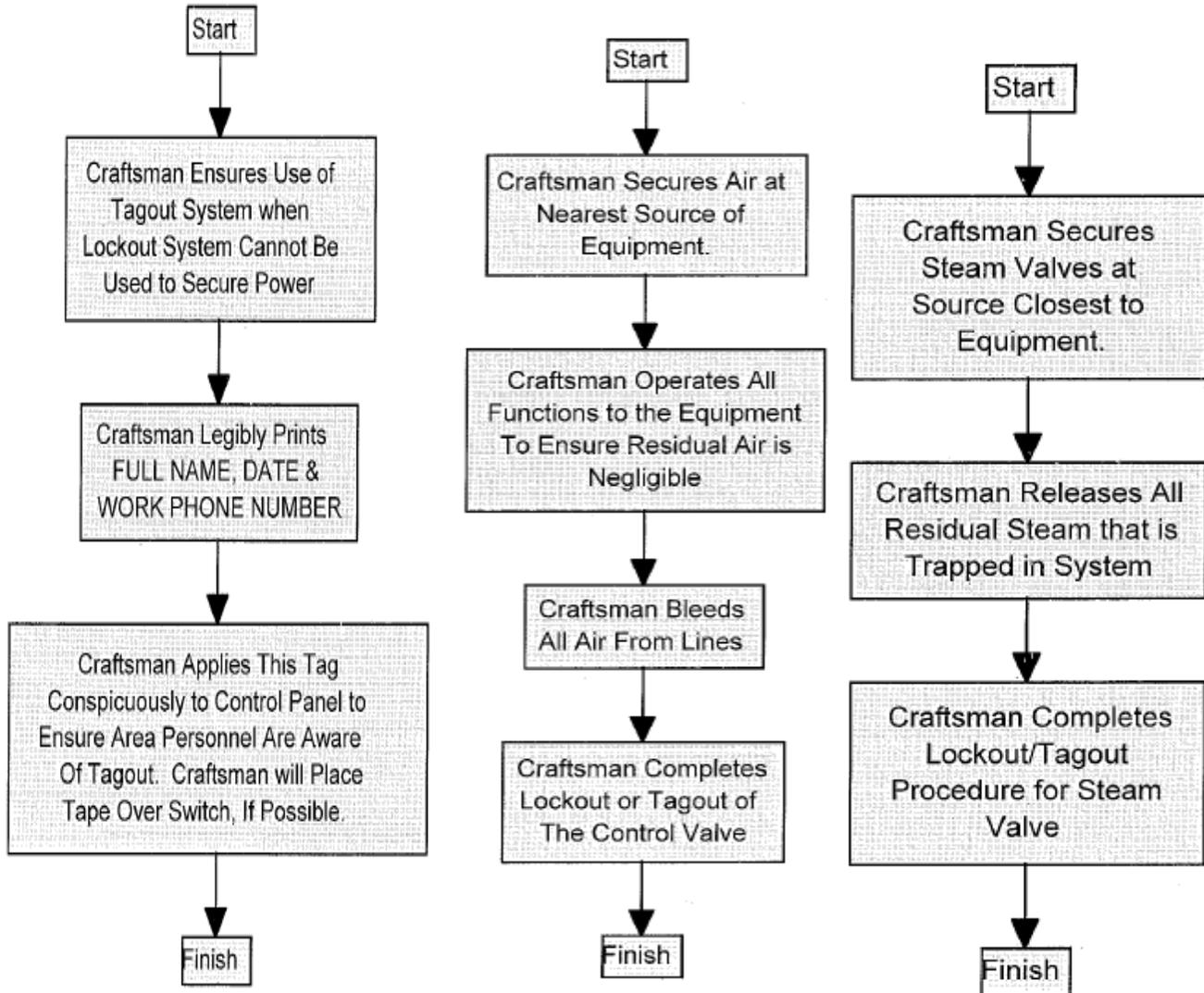
being controlled cannot be operated until the lockout device is removed.

- 4.13 Lockout Device - A device that uses 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. Included are blank flanges and bolted slip blinds.
- 4.14 Normal production operations - The utilization of a machine or equipment to perform its intended production function.
- 4.15 Service/Maintenance - Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining/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.
- 4.16 Setting up - Any work performed to prepare a machine or equipment to perform its normal production duty.
- 4.17 Tagout - The placement of a tagout 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.
- 4.18 Tagout device - A prominent 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 tag out device is removed
- 4.19 Test out - Physical testing of the machine, equipment, or circuit, prior to the placement of the lockout/Tagout device to ensure the machine, equipment, or circuit is inoperable or de-energized.
- 4.20 BO/FUO - Base Operations & Facilities/Utilities Operations



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## 5. Flow Chart



Note: Examples of flow charts. More updated flow charts will be added in future revisions.

## 6. Responsibilities

### 6.1 Safety Manager



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- 6.1.1. Development of written procedures for guiding staff in general safe work practices, concerning the areas worked in and equipment/articles used within the SOC.
- 6.1.2 Health and Safety information delivered to SOC personnel regarding the content of this program.
- 6.1.3 Coordinate with maintenance on new equipment installation of facility/layout design.
- 6.1.4 Reporting any questionable conditions that are discovered through audits/observations to appropriate departments.
- 6.1.5 Evaluating any incoming (new) equipment/articles to be utilized at the Nevada Plants by the work force, and conditions created due to revision in operations or facility layout changes.

6.2 Supervisors/Managers, Base Operations and Facilities/Utilities Operations

- 6.2.1 Ensuring proper lockout/tag out devices are purchased for their staff.
- 6.2.2 Coordination with Safety department for installation/use of new equipment requiring energy control devices in their department.
- 6.2.3 Coordination with Safety department for temporary and permanent signage and posting (“ensure equipment is de-energized before performing maintenance”).
- 6.2.4 Implementing engineering controls to safeguard against the hazard posed by the accidental release of hazardous energy.
- 6.2.5 Ensuring all lockout/tag out devices used by their staff is replaced and used as required.
- 6.2.6 Properly guarding, marking, covering, or cordoning off areas to prevent injury.
- 6.2.7 Assess the use of all lockout/tag out devices prior to use.
- 6.2.8 Performing and certifying inspections at least annually.
- 6.2.9 Maintaining DZHC 85-E, Certification of Lockout/Tagout Inspection, and monitoring for compliance when removal of locks or tags is being done.

6.3 Employees shall be responsible for:



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- 6.3.1 Reading, understanding, and complying with all aspects of this program.
- 6.3.2 Visual inspection of lockout/tag out equipment/devices prior to use.
- 6.3.3 Proper set up and positioning of all switches/lockout/tag out devices prior to work.
- 6.3.4 Ensuring that a machine or piece of equipment, that is locked out and is not started, energized, or used for any purpose.
- 6.3.5 Notification concerning articles/equipment, work zones, and unhealthful conditions to affected employees, supervisory panel, or safety department.

6.4 Manager, Human Resources Division shall be responsible for:

- 6.4.1 Maintaining documentation that required Lockout/Tagout training has been completed. Such documentation should include the employee's name, the date of the training, and the signature of the trainer.

## 7. Procedures

### 7.1 LOCKOUT/TAGOUT DEVICES:

- 7.1.1 Lock out devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques (i.e., bolt cutters). Only locks and tags furnished by SOC are to be used.
- 7.1.2 If the equipment was installed prior to 1981, then it may be "tagged", if a lockable device is not available. If old equipment is replaced, requires major repairs, renovation or modification, or new equipment is installed, it must accommodate locks. Lock out and tag out devices, locks, fasteners, and other hardware used for attachment to energy isolating devices shall be durable and capable of withstanding the environment to which they are exposed, and shall indicate the identity of the employee attaching the device. Tag out devices and labels shall be constructed to withstand exposure to wet conditions without causing the tag to deteriorate or the message to become illegible, and shall be substantial enough to prevent inadvertent or accidental removal. Tag out devices shall also warn against hazardous conditions if the machine or equipment is energized, and shall include a legend such as:

**“DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE,  
OR DO NOT OPERATE.**



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7.1.3 **STANDARDIZED LOCKS:** “MASTER” brand padlocks or their equivalent shall be used. Locks will be individually keyed, with the authorized employee only having one key. These padlocks shall be used for lock out purposes only. Keys shall be stamped with an identifying number. Supervisors/Shop Foreman’s shall record all information regarding issue locks and keys (i.e., employees name, key number, date of issue, etc.).

7.1.4 **REMOVING LOCKS: UNDER NO CIRCUMSTANCES SHALL EMPLOYEES, SUPERVISORS, ENGINEERS, OR MANAGERS BE PERMITTED TO UNLOCK ONE ANOTHERS PADLOCKS**

7.1.5 **AUTHORIZED TAGS:** only SOC issued tags shall be used for energy isolation. The red and white “candy striped” tags shall be used for all Lockout/Tagout procedures.

7.1.6 In the event that an employee loses a key, he/she shall immediately notify the supervisor/shop foreman. The supervisor/shop foreman shall then issue a new lock and key to the employee.

**7.1.6.1 THE “ONE PERSON, ONE LOCK, ONE KEY” PRACTICE, AS STATED IN LETTER OF INTERPERTATION (29 CFR 1910.147 (e)(3), IS THE PERFERRED POLICY BY OSHA AND IS ACCEPTED ACROSS INDUSTRY LINES.**

**7.1.6.2 THE DESTRUCTIVE REMOVAL OF A LOCKOUT/ TAGOUT DEVICE IS REQUIRED BY THE STANDARD, AND THERE IS NO EQUIVALENT “MASTER KEY” CONCEPT FOR LOCKOUT/TAGOUT DEVICES.**

**7.1.6.3 ONLY THE PERSON ASSIGNED TO THE PERSONAL LOCKOUT DEVICE CAN REMOVE THAT PERSONAL LOCKOUT DEVICE, WHICH HE/SHE INSTALLED, WITH THE KEY.**

**7.2 Equipment**

7.2.1 All new equipment and machinery purchased by SOC shall be designed to accept lock out devices, and this shall be so stipulated on purchase orders. This also applies to equipment, which has been repaired, renovated, or modified by SOC or an outside vendor.

7.2.2 The department supervisors/shop foreman’s shall maintain a current list showing all equipment having lock out capability. Machinery and equipment having only tag out capability shall also be identified. This equipment, when feasible, shall be equipped with lock out devices as soon as possible.

7.2.3 The depot wide goal is to have appropriate lock out devices installed, where feasible, on



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all applicable machinery and equipment.

7.3 Preparation for Lock Out

- 7.3.1 Prior to performing any maintenance, authorized employees shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out.
- 7.3.2 Questions as to the identification of energy sources to the equipment shall be directed to the employee's supervisor/shop foreman or the maintenance department before proceeding.
- 7.3.3 The employee shall receive job authorization before commencing lock out.

7.4 LOCKOUT- TAGOUT PROCEDURES:

- 7.4.1 All affected employees shall be notified that lockout or tag out procedures will be in affect and the reason for the lockout/tag out. The authorized employee shall be familiar with the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards associated with that energy.
- 7.4.2 If the machine or equipment is operating, the authorized employee shall shut down the machine or equipment by the normal shut down procedures.
- 7.4.3 Operate the switch, valve, or other energy-isolating device so the equipment/machine is isolated from its energy source. Stored energy, such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc., must be dissipated or restrained by methods such as repositioning, blocking, bleeding, etc.
- 7.4.4 If the energy-isolating device cannot be physically locked out, the machine or equipment must be tagged with a warning label indicating the equipment is being repaired or serviced.
- 7.4.5 Lock out/Tag out the energy-isolating device with a lock and/or tag that has been assigned to each authorized employee. All personal locks are to be removed prior to leaving the depot, by the individual assigned to the lock. Locks and tags shall be standardized throughout the depot.
- 7.4.6 Ensure that no personnel are exposed, and check the disconnected energy sources by operating the "ON" button or other normal operating controls to make certain all stored energy has been released and the equipment will not operate.
- 7.4.7 **RETURN CONTROLS TO "NEUTRAL" OR "OFF" POSITION AFTER CONFIRMING THE EQUIPMENT IS INOPERABLE.**



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7.4.8 The equipment is now locked and/or tagged out.

7.5 Multiple Locks for One System

7.5.1 If a situation occurs where more than one individual will need to lockout or tag out a machine or piece of equipment, the same procedures as outline in section 7.4 of this procedure shall be in effect, with the exception that each authorized employee shall attach their own personal lockout or tag out device before commencing work.

7.5.2 At the end of their shift or if work has been completed, employees shall remove their own lock out/tag out devices. **PERSONAL LOCKOUT LOCKS MUST BE REMOVED PRIOR TO LEAVING DEPOT.**

7.6 Continuity of Protection

7.6.1 It is of the utmost importance to preserve continuity of protection in lockout/tag out operations.

7.6.2 Employees who have attached a lock or tag shall be responsible for ensuring an orderly transfer of lock or tag out devices during shift changes in order to guarantee continuing protection.

7.6.3 If no transfer occurs at shift change, a multi-source maintenance lock shall be transferred in place of the personal lockout device.

7.7 Testing or Positioning of Machines, Equipment and/or Components

7.7.1 Should situations arise where the lock/tag out device(s) must be removed temporarily to allow for testing or positioning of the machine or equipment, the following steps shall be taken:

7.7.1.1 Clear the machine or equipment of tools and materials.

7.7.1.2 Remove employees from the area around the machine or equipment.

7.7.1.3 Remove the lock/tag out device(s).

7.7.1.4 Energize the machine or equipment and proceed with testing and/or positioning.

7.7.1.5 De-energize all systems and re-apply energy control measures as outlined in section 7.4.

7.8 Restoring Machines or Equipment to Normal Operation



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7.8.1 After completion of maintenance and/or servicing and the equipment is ready to be put back into service, check the area around the machine/equipment, making sure no employees are exposed and all tools are removed from the area.

7.8.2 Remove the lock/tag out devices.

7.8.3 Energize the machine/equipment by normal start up procedures.

7.9 Multi-Source Energy Lockouts

7.9.1 Multi-source energy lockouts (i.e., more than one energy source (electrical, mechanical, hydraulic, pneumatic, etc.)) may be involved. Supervisors/Shop Foreman will deactivate the energy isolating devices so that the machine/equipment is isolated from all energy sources.

7.9.2 Supervisors/Shop Foreman will identify and lockout all energy isolating device(s) with the appropriate maintenance multi-source lockout locks (i.e., electrical or mechanical), dependent upon the work being done.

7.9.3 Multi-source lockout keys shall then be placed in a lockout box in preparation for personal lockout.

7.9.4 The lockout box shall then be locked with a multiple lockout lock in which the key shall be kept by the Supervisor/Shop Foreman, until the completion of the service or maintenance.

7.10 Spare Keys and Destruction of Personal Lockout Device

7.10.1 Spare keys for personal lock out devices shall not be kept by anyone.

7.10.2 If an employee loses a lockout key, bolt cutters or other means of destructive removal of the lock out device is the only acceptable means of removing the device.

7.10.3 If an employee forgets to remove a lockout device, the employee shall be notified and asked to return and remove the personal lockout device.

7.10.4 If an employee refuses to return and remove their lockout device, that employee can be subject to disciplinary action, up to and including, termination.

7.10.5 Following employee notification and either refusal or attempted notification with no success, the following steps shall be followed prior to destructive removal of the personal lockout device and to ensure there is no danger to employees or equipment:

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- 7.10.5.1 The area of the lock out and respective equipment shall be thoroughly inspected for personnel and tools.
- 7.10.5.2 After verification that employees are clear and no tools have been removed from the equipment/machine, guards or other safety devices have been reinstalled; a supervisor shall be notified for approval for destruction of the lockout device.
- 7.10.5.3 A supervisor shall give verbal notification that the lockout device can be removed. The person who is destroying the lockout device shall document this. Include name, date, time, name of manager, and keep destroyed lock to turn over to supervisor.
- 7.10.5.4 Any incident involving the destruction of a personal lockout device shall be documented and signed by the supervisor or designee, and approving manager and turned into Safety department on or before the next business day.

## 7.11 HOT TAP OPERATIONS

- 7.11.1 These procedures apply to all hot tap and pressurized air lines.
- 7.11.2 The valves should be turned to the off position.
- 7.11.3 A chain lock and tag combination shall be used to secure the valve.
- 7.11.4 Valve covers or other safety devices can be used in place of the chain, lock and tag combination. These devices shall be substantial enough to withstand the environment of the work area.
- 7.11.5 If a hot tap operation must be shut down for more than 48 hours, then the red and white tag shall be replaced with a **“DO NOT OPERATE”** tag.
- 7.11.6 Excluded from coverage are hot tap operations involving gas, steam, water or petroleum products when it can be shown that continuity of service is essential, shut down is impractical and documented procedures are followed. In this situation the Safety Office Manager shall be informed about the process and a determination will be made as to procedures. Each manager that deals with Hot Tap operations shall have Internal Operating Procedures for these processes.

## 7.12 TRAINING REQUIREMENTS:



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- 7.12.1 All new employees shall be trained in lock out/tag out awareness and department specific equipment prior to assignment.
- 7.12.2 Documented training for employees shall be conducted annually to ensure that this program and its procedures are fully understood, and that the employees can apply, use and remove the energy controls when required.
- 7.12.3 Should there be any changes in equipment, the addition of equipment, process changes, or introduction to new hazards, employees shall be retrained.
- 7.12.4 Retraining shall also be conducted if an incident involving the release of hazardous energy or if an employee is observed not following proper lockout/tag out procedures.
- 7.12.5 Retraining shall also be conducted if energy control procedures are shown to be inadequate.

**7.13 OUTSIDE CONTRACTOR PERSONNEL:**

- 7.13.1 Whenever outside contractors or other personnel are engaged in work covered by this standard, they shall be informed of this procedure. SOC employees shall be required to understand and comply with any restrictions and prohibitions of the energy control procedures used by the outside contractor.

**8. Metrics**

- 8.1 This written program shall be reviewed on an annual basis or as needed as a result of an incident, injury, or change to the standard.
  - 8.1.1 Supervisors/Shop Foreman shall review, on an annual basis, their energy control procedures to ensure that not only are they adequate, but also are being followed.
  - 8.1.2 Supervisors/Shop Foreman shall maintain files documenting any observations/actions related to provisions of their department specific lockout/tag out procedures.

**9. FORMS**

9.1 The following forms are applicable to this document

| Form Number | Title                             |
|-------------|-----------------------------------|
| DZHC 85-E   | Certification of LOTO Inspections |
| N/A         | Removal of Locks or Tags          |

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**10. Records**

10.1 The following Safety Records shall be generated and managed in accordance with SOC.QP.QMS.0002.

| Record Required  | Custodian       | Retention | Disposition |
|------------------|-----------------|-----------|-------------|
| Training Records | Human Resources | 3 years   | Shred       |

**11. Attachments**

11.1 There are no attachments associated with this document