EXAMPLE 1 - LOCK OUT/ TAG OUT POLICY INSTRUCTIONS - PRINT TO FILL FORM

Grain Handling Safety Coalition

Requirements:

Microsoft Word
Computer Skills: low to medium

General Information:

1. The LOTO Policy is a Microsoft Word document.
2. It is designed so it can be printed and filled in by hand. Alternatively, a user can delete the 'blank lines' and type in text.

Instructions:

1. Download forms from the website.
2. Save to your computer. Make sure file is saved as a Word document.
3. Print the form and fill in the blanks. Circle YES or NO as appropriate. Attach pictures to the form as desired.
4. Alternatively, the form can be edited in Microsoft Work.
    a. Highlight the blank lines, delete them, and type in text.
    b. Delete either YES or NO as appropriate.
    c. Click on the picture boxes and delete. Insert pictures if desired. (This may take some formatting skills).
    d. Insert a company logo if desired. (This may take some formatting skills).
    e. There is a hard page break after #9, this may need to be deleted when adding a logo.

LOCK OUT/TAG OUT POLICY

1. LOTO will be performed:
   a. Before servicing or maintenance of equipment.
   b. Prior to entry into ANY grain bin or grain storage structure.
   c. Prior to entry into any area or structure where operating equipment would pose a hazard.
2. All energy sources for each piece of equipment will be shut down and the energy source isolated, locked out and tagged out according to its procedure.
3. The performance of LOTO will be done according to recognized safe procedures.
   a. Reference: Typical minimal lockout procedure – 29 CFR 1910.147 App. A
4. LOTO will be performed only by those persons trained and authorized to do so. At *(Company Name)*_____ the following persons are authorized to perform LOTO:
   a. _____ *(Position and/or name)*
   b. _____ *(Position and/or name)*
   c. _____ *(Position and/or name)*
   d. _____ *(Position and/or name)*
   e. _____ *(Position and/or name)*
5. There will be one lock for each person working on the equipment or involved in the bin entry or involved in any activity where Lock out/Tag out procedures are to be completed.
6. For entry into any grain bin or grain storage structure or any area or structure where operating equipment would pose a hazard– the entrant is required to place his lock on the lockout device(s) prior to bin entry – no exceptions.
7. Locks used for LOTO may only have one (1) key per lock.
   a. Keys should be in the possession of the person who placed the lock.
8. Locks & Tags are to be removed **ONLY** by the person who placed it on the equipment.
   a. If a lock needs to be removed by another person ONLY the manager should do so or a trained person at the direction of the manager.
   b. The procedures for Emergency Lock Removal are to be followed.
9. Locks are to be easily identifiable and only be used for energy isolation purposes. Locks are to be standardized within a facility by color, shape, size, type, etc and be durable and substantial.
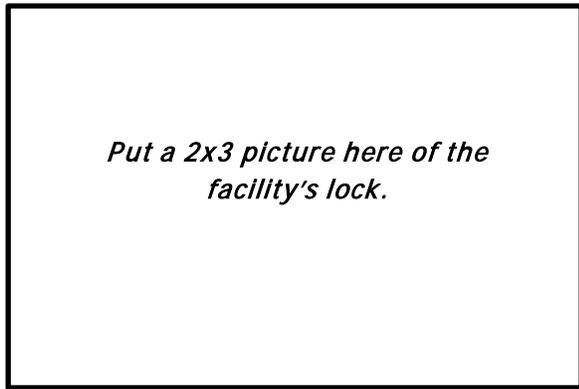
10. To correctly identify a LOTO lock, this facility will use a lock that is _____

_____.
(Lock description – color, type, etc.)

11. Tags are to be signed/initialed and dated by the person performing the LOTO and are to:
    a. Securely attach to the piece of equipment.
    b. Be weather/environment proof. In most instances a laminated tag is sufficient.
    c. Have a warning such as "Do not operate", "Do Not Start", "Do Not Open", "Do Not Close", "Do Not Energize".

12. An example of a this facility's Lock and a completed tag looks like this:

<table>
<tr>
<td>

Put a 2x3 picture here of the facility's lock.

</td>
<td>

Put a 2x3 picture here of a completed facility tag.

</td>
</tr>
</table>

13. All employees, including temporary or seasonal employees, will be trained on the LOTO policy/procedures annually.
    a. A record of training will be kept.

14. The LOTO procedures & policy are to be reviewed annually.

15. *Failure to follow LOTO procedures will result in disciplinary action up to and including termination*.

Effective Date:

Date Reviewed: _____   Revised: YES   NO

Date Reviewed: _____   Revised: YES   NO

Date Reviewed: _____   Revised: YES   NO

Date Reviewed: _____   Revised: YES   NO