

HEXATECH	Electrical Method Statement for lockout/tagout (LOTO) activities	Issue No: 1	Effective Date: 01/03/17
		Rev No: 0	Document Ref: MS-E016

1.0 OBEJECTIVE

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

2.0 SCOPE OF WORKS

Method Statement is in accordance to the latest OHSAS, DOSH and OSHA standards.

3.0 REFERENCES

- a. OHSAS - 18001:2007
- b. OSHA - 29 CFR 1910:147
- c. DOSH - JKKP DP(S) 127/379/3-1

4.0 WORK METHODOLOGY

4.1 Sequence of Lockout Procedure

1. Notify all affected employees that a lockout is required and the reason therefore.
2. If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, on/off switch).
3. Operate the switch or other energy isolating devices so that the energy source is disconnected or isolated from the equipment.
4. Lockout energy isolating devices with an assigned individual lock.
5. Stored energy, such as that in capacitors, must also be dissipated by methods such as grounding.
6. Check on having disconnected the energy source with electrical test equipment to verify successful isolation of the energy source.

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4.2 Restoring Equipment to Service

1. When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.
2. When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.

4.3 Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to lock out equipment, each shall place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

4.4 Rules for Using Lockout Procedure

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock.

5.0 LIST OF LOTO DEVICES

5.1 LOCKS

All locks must be single keyed with the key controlled by the individual placing the lock. OSHA standards require the locks to be distinctive from other locks used by the contractor. Common methods used to create a distinctive lock include paint, tape, die markings or other markings.

5.2 TAGS

Each lock placed must be accompanied by a DANGER TAG which includes the following information: name and craft of person having placed the lock, their company name, phone number, expected completion date and the reason the system was locked out.