

**BRIESER CONSTRUCTION
SAFETY & HEALTH MANUAL
SECTION 12
CONTROL OF HAZARDOUS ENERGY
SUB-SECTION
LOCKOUT/TAGOUT PERMIT PACKET**

Each permit covers pages 26-32. All pages including this page must be filled out completely and turned into the office to our personnel manager. Under the Routing section please note if you have given a copy to our customer and initial next to personnel manager when finish and turned in to be routed to the office.

PERMIT INFORMATIO N	PROCEDURE	
	AUTHORIZED EMPLOYE	
	DATE	
	LOCATION	
	SAFETY APPROVAL (Must have signature before work begins)	
ROUTING	CUSTOMER	
	PERSONNEL MANAGER	
	SCAN	SAFETY/PERMITS COMPLETED/LOCK OUT TAGOUT/MMDDYY /LOCATION

APPENDIX E

LIST OF "AFFECTED" & "OTHER" LOCKOUT INDIVIDUALS

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 tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Other Employee: An employee who may be under a different or the same Lockout Tagout process that a Brieser employee is performing. This standard requires on-site employers and outside employers to inform each other of their respective lockout/tagout procedures.

JOB TITLES "AFFECTED"	MACHINERY, EQUIPMENT, OR PROCESS
JOB TITLES "OTHER"	MACHINERY, EQUIPMENT, OR PROCESS

DATE: ___/___/___

LOCATION: _____

SITE FOREMAN SIGNATURE _____

APPENDIX F

ENERGY SOURCE EVALUATION

DATE: ___/___/___

CONDUCTED BY: _____

In order to determine all energy sources for each piece or type of machine or equipment, fill in the following table.

LOCATION: _____

EQUIPMENT LOCKED OUT: _____

MODEL: _____ SERIAL #: _____

ENERGY SOURCE/ *MAGNITUDE	LOCATION(S) OF ISOLATING DEVICE(S)	WHAT METHOD USED TO LOCKOUT**
ELECTRICAL		
ENGINE		
SPRING		
COUNTER WEIGHT		
FLYWHEEL		
HYDRAULIC		
PNEUMATIC		
CHEMICAL		
THERMAL		
OTHER		

****MAGNITUDE Example - ELECTRICAL = 480V three phase - PNEUMATIC = 125 p.s.i.***

*****METHODS USED MAY BE A KEYED LOCK WITH # OR A PIPE VALVE COVER WITH LOCK #***

APPENDIX G

Lockout Checklist

Step 1: Before Beginning To Service Equipment	Yes	No	N/A
Have the type and amount of energy source on the equipment been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the possible dangers related to the energy source being controlled been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the steps necessary to control the energy source understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have affected employees been notified when the equipment will be shut off for service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 2: Shut Down Equipment			
Have the company's safety procedures been followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the manufacturer's instructions been referred to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 3: Isolate the Machine or Equipment			
Has the main breaker or control switch been shut off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have valves been closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have process lines been disconnected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 4: Attach Lock and Tag			
Have the lock and tag been attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 5: Control Stored Energy			
Has the electrical capacitance been bled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have pressure or hydraulic lines from the work area been vented or isolated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are switches or levers that could be moved into the start position blocked, clamped or chained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are lines containing process materials that are toxic, hot, cold, corrosive or asphyxiating cleared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 6: Verify That the Energy State is at Zero			
Have the start switches on the equipment been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have pressure gauges been checked to insure that lines are depressurized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are blocks or cribs secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have electrical circuits been checked to verify that voltage is at zero energy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are blanks, used to block feed chemicals, secure and not leaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 7: If you have answered yes to the above steps, begin working.			

APPENDIX I

Lockout Tagout Procedure Form <i>Brieser Construction</i>		
Company Vehicles	File name:	
Location:	Energy Sources: Taken from Energy Source Evaluation Form	1) 2) 3) 4)
Failure to utilize the lockout procedure will result in disciplinary action. Unauthorized removal of a lock could result in discharge.		
LOCKOUT STEPS	RELEASE FROM LOCKOUT	
<ol style="list-style-type: none"> 1. Know the types and magnitudes of hazardous energy. 2. Shut down the equipment. 3. Isolate the equipment from hazardous energy. 4. Apply the lockout tagout procedures. 5. Relieve stored energy. 6. Verify isolation <input type="checkbox"/> try to start the equipment 	<ol style="list-style-type: none"> 1. Remove non-essential materials. 2. Make sure all employees are safely positioned and notified. 3. Remove locks. Their owners may only remove locks. 4. If exceptions, your supervisor must be contacted. 	
SPECIFIC LOCKOUT STEPS		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

APPENDIX I

Safe Startup Checklist

Step 1: Inspect the Area	Yes	No	N/A
Are all machine components operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all safety guards in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all tools been removed from the machine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all braces, pins, blocks and chins been removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all pressure tubing, pipes and hoses connected with valves closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the work area clear for mechanical operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 2: Remove Lockout Devices and Tags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 3: Notify Affected Employees			
Is the work area cleared before starting up the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the servicing been completed and the locks and tags removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 4: If you answered yes to all the above, start up the equipment.			
Comments:			

APPENDIX J

LOCKOUT / TAGOUT RECORD SHEET

Leaving the Job Site/Premises

If the Brieser Construction employee is going to leave the job site/premises, they should contact the authorized person from the customer or the Brieser Construction project manager and determine if the Brieser Construction Lockout/Tagout device will remain in place or removed. If you're going to leave the lockout devices intact then fill this sheet out and leave with paperwork at lockout location. If the lockout device will be removed then complete your permit under standard procedure or fill this form out so the next crew that will apply their locks knows the details of the job.

Person Performing Lockout/Tagout:	Date/Time:
System or Component:	Lock No.
Reason For Lockout/Tagout:	
Personnel/Equipment Hazards Involved:	
Work Necessary to Clear Locks/Tags (include tests, inspections, QA, etc.):	