

Sample

Automobile Dealership

Lock-Out /Tag-Out Program

IMPORTANT NOTICE: This risk control Sample Program provided by PMA Companies is intended to help support your loss prevention efforts. It is not intended to be complete or definitive in discovering or identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related or other laws or regulations. You are encouraged to address the specific hazards of your business and have your legal counsel review all of your plans and company policies.

Personnel Contact Guide:

Program Administrator: _____

Service Manager: _____

Parts Manager: _____

Body Shop Manager: _____



Scope

The Lock Out/Tag Out procedures defined in this program have been developed to ensure the safety of this dealership's employees whom may come in contact with the flow of energy associated with equipment or powered tools containing potential energy. These procedures are designed to comply with the Occupational Safety and Health Standard set forth in 29 CFR 1910.147- Control of Hazardous Energy Sources.

Purpose

The following policy applies to any service, maintenance or repair of equipment or powered tools in which the unexpected release of energy within a piece of equipment, tool or machinery can cause injury to employees.

Overview

"Lock Out/Tag Out" is the process of preventing the unexpected release of energy inside a piece of equipment from coming into contact with an employee who is in immediate contact with that equipment or tool. The most common forms of energy that may be stored in equipment or tools are:

- Mechanical- any stored up energy within springs, shock absorbers, or other parts that are under tension.
- Electrical- any power that flows through wires, conductors, or cables.
- Pneumatic- any pressurized equipment containing compressed air, steam, or gas.
- Hydraulic- any liquid that flows through hoses or pipes as a means to power equipment or tools
- Gravitational- any stored energy within an elevated system that upon release would cause the force of gravity to drop the item being controlled. This could be equipment, tools, machines, etc.

When equipment breaks down, or is shut down for maintenance/repairs, it is necessary to stop the flow of energy to the equipment before any work can be completed. Once the flow of energy is interrupted, all energy which may be stored within the equipment must be bled off to bring about "zero energy state", or in other words, there is no potential for stored energy to be released from the equipment. Then, locks should be placed on the equipment, at the source of equipment activation (i.e. circuit breaker, electrical switch, control valve, spring weight, etc.).

Tags are used to inform all employees that the energy sources controlling the affected equipment are purposely disabled. The tag will identify the date of the lockout and should contain the signature of the person authorizing the lockout. Once the tags are removed, they must be destroyed (never re-used). Examples of such locks and tags are described below:



Locks and Tags are issued by the Service Manager and may not be used for any purpose other than the Lock Out/Tag Out Program. Our dealership's Lock Out/ Tag Out procedures are described below.

Lock Out/Tag Out applies to whom?

IMPORTANT: Employees must never remove a Lock or Tag and never bypass a Lockout or Tag Out for any reason.

Any employee deemed as an **authorized employee** or **affected employee** should follow Lock Out/Tag Out Procedures and be properly trained. Other employees should have appropriate training to familiarize them with the meanings of locks and tags that may be observed in this dealership.

- **An Authorized Employee-** An employee who locks or tags out equipment to perform maintenance or repairs.

NOTE: An employee who completes repairs or maintenance (either authorized or unauthorized by management) on equipment he/she regularly works with should also be considered an authorized employee, thereby requiring appropriate training.
- **An Affected Employee-** An employee whose job requires that they operate or use equipment which is being serviced or maintained by others.
- **Other Employees-** Everyone else falls into this category. Even though certain employees may not be involved with working in a locked/tagged area, they may still come in contact with such equipment. At a minimum, employees in this category should be familiar with typical Lock Out/Tag Out situations.

Affected Equipment

Lock Out/Tag Out activities are required for any machinery or powered equipment/tools that require maintenance, inspection or repair. Examples of such maintenance may include, but not limited to the following:

Lubrication
Adjustments
Inspection

Un-jamming
Re-Tooling

Cleaning
Repairs from Break-downs

Management is responsible for developing a list of applicable machinery, equipment and powered tools that may require Lock Out/Tag Out procedures. This inventory list should be evaluated annually, or whenever new “applicable” equipment is introduced to the workplace. Such equipment may not be exclusive to the dealership service department. Applicable equipment may require Lock Out/Tag Out in other departments as well, i.e. facilities maintenance, lawn maintenance, body shop, etc.

The Equipment/Tool Inventory for this dealership is attached as Addendum D.

Employee Training

This dealership provides Lock Out/Tag Out training to all new employees during new employee orientations. Employees will be identified as “authorized employee”, “affected employee”, or “other employee” for the purposes of this training (see employee descriptions noted above). Based upon the employee category, employees will be provided with the appropriate Lock Out/Tag Out training as deemed necessary for their job duties.

Annual refresher training will be provided to all employees, with a record of attendance noted on the Lock Out/Tag Out training form kept in the Lock Out/Tag Out box located in the Service Manager’s office.

Annual Certification

OSHA requires annual certification of the dealership’s Lock Out/Tag Out program. This audit must include the following activities:

1. Evaluation of existing procedures and applicability
2. Review of existing equipment and tools requiring Lock Out/Tag Out activities.
3. Inspection of existing Lock Out/Tag Out supplies and equipment, and re-ordering of new supplies as needed.
4. Annual Lock Out/Tag Out training

A copy of the annual certification audit is attached to this program, labeled as Addendum C. Copies of all completed audits should be kept on file for reference.

Lock Out/Tag Out Procedures

NOTE: Check the box that will be adopted as policy for this dealership.

Option A- No repairs or maintenance completed by dealership employees

This dealership does not complete any repairs on equipment. If an employee is working with equipment that breaks down or is in questionable condition, the service manager should be notified to take the equipment out of service immediately.

The service manager has been designated as the “authorized employee”. The service manager should record the affected equipment on the Out of Service Log. The service manager should remove the equipment from the work area if possible, and always attach a tag-out to the equipment, visibly placing it out of service. The Tag-Out should remain on the equipment until repairs are completed by a qualified subcontractor. The Out of Service log is attached as Addendum A.

Option B- Maintenance and some repairs are conducted by a designated facilities maintenance employee who has been deemed by this dealership as the “authorized employee”.

This dealership has an “authorized employee” qualified to complete maintenance and repairs on designated equipment used by dealership employees. This employee is the only person qualified to complete such repairs and utilize the dealership's Lock Out/Tag Out devices.

In the event of equipment breakdown or maintenance services, employees should contact the service manager at once. The service manager should immediately contact the “authorized employee” to shut down the equipment. Shutting down the equipment also consists of bleeding off the stored energy, and “locking/tagging-out” the damaged equipment. The “authorized employee should follow the Lock Out/Tag Out procedures checklist attached as Addendum B.

Equipment- Out of Service Log

A

Instructions: Record equipment being tagged out of service for repairs or maintenance.

Equipment Being Tagged Out	
Reason for Tag Out	
Tag Out Date	
Equipment Replaced or Repaired?	
Date Equipment Reinstated	
Signature	

Equipment Being Tagged Out	
Reason for Tag Out	
Tag Out Date	
Equipment Replaced or Repaired?	
Date Equipment Reinstated	
Signature	

Equipment Being Tagged Out	
Reason for Tag Out	
Tag Out Date	
Equipment Replaced or Repaired?	
Date Equipment Reinstated	
Signature	



Lock Out/Tag Out Procedure Checklist

NOTE: This checklist should be completed for each lock out/tag out task completed. A copy of this checklist, as well as locks and tags are located in the Lock Out/Tag Out Box located in the Service Manager's office. The service manager should be informed of all such lock out/tag out tasks before they are completed.

Instructions

Date and sign in the spaces provided, indicating when the series of tasks were completed. The duration of time should be noted. All lock outs/ tag outs should be considered active until the End Time has been posted and signed by the individual completing the task.

Affected Equipment _____

Employee Name _____

Before Maintenance				
(√)	Step	Tasks	Date/ Time	Signature
	1	Notify affected personnel of the need to shut down equipment, de-energize, and perform maintenance. (clear the area if necessary)		
	2	Shut down equipment		
	3	Bleed-off all power sources (i.e. electric, pneumatic, hydraulic, gravitational, mechanical)		
	4	Lock the power source and attach tag.		
	5	Verify inability to start equipment		

Perform Maintenance/ Repair

After Maintenance				
(√)	Step	Tasks	Date/Time	Signature
	6	Notify affected personnel that maintenance is complete and you are ready to re-energize.		
	7	Verify that all equipment is turned off and affected employees are removed.		
	8	Remove lock and tag from energy source.		
	9	Reactivate power source.		
	10	Check pressure for proper operating levels (in pneumatic and hydraulic equipment).		
	11	Re-start equipment.		
	12	Notify affected personnel that maintenance is complete, and they can utilize equipment again.		

Annual Lock Out/Tag Out Certification

Instructions: Complete certification audit at least annually to assess effectiveness of the dealership's Lock Out/Tag Out procedures. This certification audit should be completed by the service manager or service director. A copy of this certification form should be kept on file for reference.

Training	Yes (√)	No (√)
Do all affected employees have access to the Lo/To procedures?		
Have all employees been given annual training on use of the Lo/To procedures based upon employee category? Training documented?		
Have affected employees been trained annually to recognize when the procedure is being used and instructed NOT to remove lockout/tag out devices or start de-energized equipment? Training documented?		
Have all new hires been familiarized with the Lo/To procedures for this dealership? Training documented?		
Equipment	Yes (√)	No (√)
Has all new equipment &/or tools being used in the dealership been reviewed for Lo/To protection needs?		
Has the inventory equipment/tool List been updated?		
Has lock and tag box been checked for sufficient supplies and forms? *note- copies of all procedure forms should be kept in Lo/To box.		
Does supervisor (or authorized employee) control access to Lo/To equipment?		
If this dealership completes no repairs or maintenance, is the Lo/To checklist still being followed to remove damaged equipment from service?		
Program Effectiveness	Yes (√)	No (√)
Do current procedures effectively control the Lo/To hazard associated with this dealership? (i.e. if no in-house maintenance/repair- then follow "tag out" procedures and subcontract all repairs to outside vendor, or if have in-house maintenance/repair- then is authorized employee properly trained?)		
Has service manager reviewed completed Lo/To Checklists to ensure procedures have been followed properly?		
Does the current Lo/To procedure adequately protect employees in this dealership?		

Inspecting Manager's Signature _____

Date _____



Lock Out /Tag Out Training Record

Date of Training: _____

Trainer: _____

Employee Name	Signature	Authorized Employee (√)	Affected Employee (√)	Other Employee (√)



Lock Out/Tag Out Training Certification Form

F

Training Certification

I _____ have received training on
(Employee Name)

_____ policies and procedures for the Control of Hazardous
(Dealership Name)

Energy Sources (Lock Out- Tag Out). I understand that the purpose for having this plan is to reduce injuries from accidental start-up of a machine or piece of equipment while undergoing service due to a break-down or from routine maintenance.

I have been instructed to identify the piece of equipment or machinery that may be affected by a potential energy source release, and I have been given specific instructions not to touch this equipment and to contact my supervisor for further instruction. If I have been identified as an "authorized employee", I have been trained to follow the company's specific Lock Out-Tag Out procedures set forth in the company's written program.

I have been trained on the following topics with regard to this company's Lock Out-Tag Out procedures.

- What is Lock Out- Tag Out?
- Hazard associated with energized equipment
- Who is affected by Lock Out- Tag Out
- Who are authorized employees to perform Lock Out- Tag Out
- What equipment may be affected
- Dealership training procedures
- Location and use of locks and tags

This training has provided me with an opportunity to ask questions related to any and all safety procedures established for this company, and any questions have been satisfactorily answered. As a result, I agree to comply with the safety expectations established in this safety program.

Employee Signature

Date

Trainer's Signature

Date