

Work Crew Supervisor

The members of a work crew report directly to a crew supervisor. The supervisor is responsible for ensuring that:

- All crew members have been trained in the lockout and tag procedure required for the job at hand.
- All crew members follow the procedure while performing the job.
- All affected individuals know that a lockout applies during the job. (An affected individual is one who may sometimes operate the machine or equipment that is locked out or who works in the area in which the servicing or maintenance activity requiring the lockout is being done.)
- Any persons (including outside contractors) who might be at risk during the job have been removed or adequately protected.



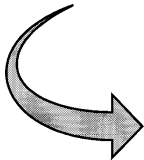
2.6

If you have a question about a lockout on a job you are performing, the best person for you to ask first is you...

- Site Manager
- Partner on the crew
- Safety Auditor
- Work Crew Supervisor

Work Crew Member

Members of the work crew have responsibility for attaching their lock and tag at each designated control point. Each person has the key for his/her lock and must carry it on his/her person at all times while the lockout is in effect. When the job is completed, members of the work crew may remove their personal locks after confirming with the Authorized Signer that no possibility of exposure to hazard exists for persons in the area.



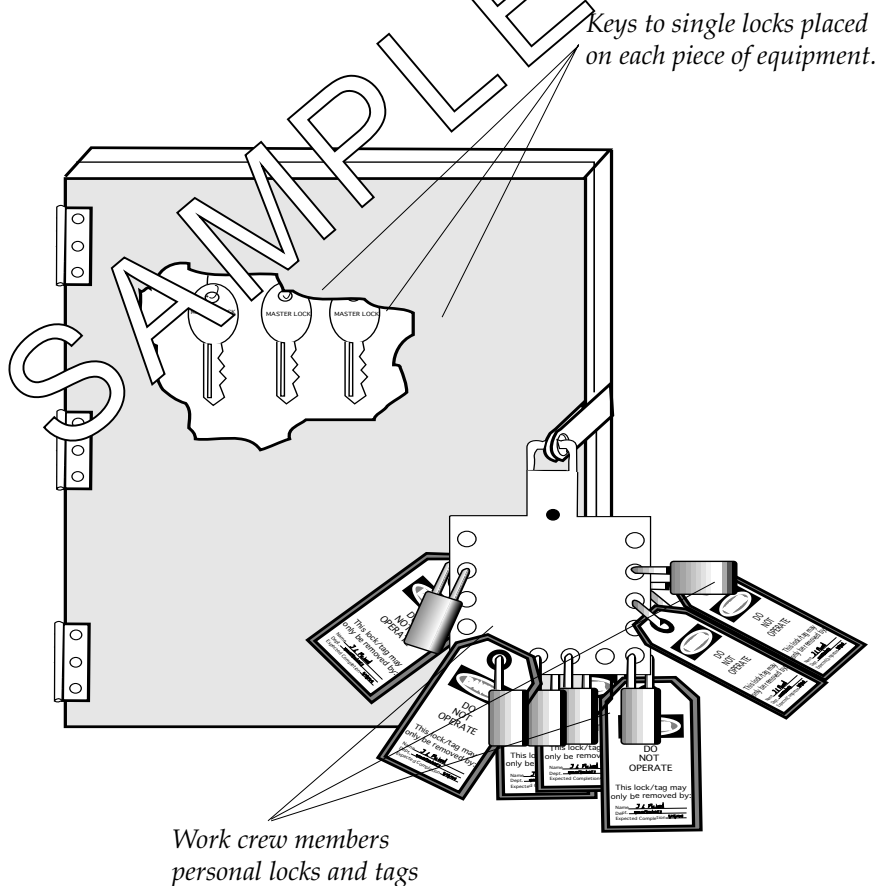
A lock must not be removed except by the person who applied it!

Lockout devices may have multiple attachment points built into the device or a multiple lockout device such as the one shown in the example below may be used to allow more individuals to attach locks. **Whatever the job requires, only approved lockout devices may be used.**

A complex job may require a group lockout if the work crew for the job involves several individuals, and more than one control point must be locked out. In these situations, only one lock may be attached at each control point. The individual keys for these lockouts are then placed in a box or cabinet to which the crew members attach their locks to a multiple lockout device. Each of these locks must be removed to obtain the final key(s) which can open the control point(s) lockout.

A group lockout may be used for complex jobs.

If an unforeseen circumstance makes a person unavailable to remove his/her own lock, **removal of a lock by anyone else must be authorized**, usually by the area supervisor or site manager. This may be done only after all reasonable efforts to contact the person have failed.



The example at the left shows a group lockout. Several pieces of equipment required lockout in order to perform the job. Only one lockout is attached at each control point. These keys are placed in a cabinet. The cabinet is locked out using a multiple lockout device to which each crew member has attached his/her personal lock and tag.

- ✓ True or False? (2.7-2.9)
- 2.7
 - If a job requires that more than one person must attach a lock and the device will only take one lock, crew members should give their locks and keys to the Authorized Signer.
- 2.8
 - If a person cannot unlock his/her own lock, the area supervisor must decide if it can be removed by someone else.
- 2.9
 - Crew members are responsible for attaching their own locks.

Contractors

A designated member of plant supervision should have the responsibility of ensuring that all contractors, including service company employees and temporary help, know what site lockout procedures are needed for a job or that a lockout is in effect in the same area where they are working. Contractors are also required to attach locks and tags and must meet all the requirements established in the site procedures.

Affected Employees

An affected employee does not have specific responsibility for the lockout and tag procedure. But he/she works in the same area where the job requiring the lockout is being performed or in the area where the energy control points covered in the lockout are located. **Affected employees must be informed by the Authorized Signer that a lockout is in effect and should be able to:**

- Recognize if a control procedure has been implemented
- Understand the importance of the procedure
- Understand that they must not attempt to start or activate any locked out equipment or system.

✓

- 2.10
- An affected employee is a person who...
 - Doesn't need to know anything about the lockout procedure.
 - Must recognize what a lockout looks like and means.
 - Works in a job area where a lockout is in effect but is not doing the work requiring the lockout.
 - Is not required to lock out machinery during a maintenance job.
 - Holds the keys for the work crew members.

2.11



Specific responsibilities in the lockout procedure are listed below. Place the appropriate letter(s) beside each to identify who has that responsibility. You may use each as many times as you need. Some responsibilities may be shared by more than one individual.

- M - Management
- AS - Authorized Signer
- WCS - Work Crew Supervisor
- WCM - Work Crew Member
- AE - Affected Employee

- _____ Ensures that training in lockout procedures is provided
- _____ Notifies all affected employees that a job is being done that requires a lockout.
- _____ Verifies that a job is complete and area is safe for resuming normal operation.
- _____ Ensures that lockout procedures are prepared for appropriate jobs
- _____ Ensures that all work crew members have been trained in the lockout procedure for the job at hand
- _____ Keeps key to personal lock
- _____ Authorizes removal of a lock by someone other than the person who attached it.
- _____ May attach personal locks to control points.
- _____ May remove personal locks from control points.
- _____ Conducts audits of the lockout procedures.
- _____ Ensures that all work crew members follow procedures.
- _____ Identifies all points where locks and tags must be placed.
- _____ Knows that a locked out machine must not be restarted.
- _____ Checks to be sure all equipment is deactivated and isolated before job begins.
- _____ Places the final lock if a lockout requires more than one person's lock.
- _____ Provides annual retraining in lockout and tagging procedures.