

Lock Out/Tag Out

Purpose:

The Purpose of this standard is to establish the guidelines for best practices for each and every employee regarding our Lock Out/Tag Out Procedure.

Scope:

This standard applies to each and every member of BPC team.

Roles and Responsibilities:

Senior Management: Has the responsibility to ensure each team member is aware of BPC's policy and procedure regarding locking out/ tagging out. BPC also must provide ample supply of tags.

Team Members of BPC:

Each and every member of BPC's team has the responsibility to adhere to our standard.

Procedures:

Identify all energy sources connected with the work.

Disable, re-direct or stop all energy

Confirm that you have reached zero energy state

Apply restraint devices to keep the system from starting up while you are working on it. Place Lock/out Tag out tag on origin of energy source.

Do your work

Complete a circle check

Remove Lock/out Tag out tag

Communication:

This policy will be communicated at each spring start up Safety Meeting. A copy of this policy is to be kept in each employee's safety binder to be reviewed and updated yearly.

Training/Implementation and Evaluation:

Each spring start up meeting and at the commencement of employment each field staff will be trained in the established procedure both theoretically and practically. Evaluate via near miss reports