**FQM LIMITED**

**XXX-OP-014**

**Lock Out / Tag Out Procedure**

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| **Revision History** | | | | |
| **Rev No.** | **Description of Change** | **Reviewed by** | **Approved By** | **Date** |
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1. **Purpose**

[COMPANY NAME] has general duties to their employees under the Health and Safety at Work Act 1974. Specifically, [COMPANY NAME] must ensure it provides “safe systems of work”. This document outlines the requirements of one of those systems, namely the [COMPANY NAME] Lock-out / Tag-out (LOTO) system.

The fundamental principle is to prevent (by means of isolation) any electrically or mechanically powered machinery and/or equipment from unexpectedly starting, energising or otherwise moving during the course of any servicing and maintenance, thereby creating a potential for serious accident or injury to occur to personnel.

The methods of isolation involve Lock-out devices (padlocks, cables) and Tag-out devices (warning tags/notices) which are fitted to energy/power sources after they have been disconnected, either locally, centrally or both. For example, electrically powered machinery may have a local point of isolation as well the ability to be isolated at the main circuit board.

The LOTO system is administered through the company’s NCR procedures. Any servicing or maintenance work on electrical and/or mechanically powered equipment is prohibited until being specifically “permitted” by company QHSE Manager. This permission being granted only once stringent checks have been made to ensure that all safety hazards are considered and that necessary isolation devices have been fitted/implemented and that it is safe for work to go ahead.

The Permit to Work is a documented procedure that authorises certain people (whether they are internal staff or third-party contractors) to carry out specific work within a specified time frame. It sets out precautions and control measures required to complete the work safely, based on the principles of risk assessment. It describes what work will be done and how it will be done; the latter can be detailed in a method statement.

The Permit to Work requires declarations from the people authorisng the work (Permit Issuer) and also carrying out the work (Responsible Person). Finally, before equipment or machinery is put back into service, any it will require any isolation devices to be removed and a declaration from the Permit Issuer that power can be restored and normal use can recommence.

1. **Scope**

This procedure applies to all operations undertaken by [COMPANY NAME].

1. **Relevant Documentation**

XXXX Facilities/Assets Management Procedure

XXXX Permit to Work Procedure

XXXX Permit to Work Form

1. **Definitions**

Depending on the type of isolation required, the method of LOTO and the considerations may vary as follows:

**Lock-Out**. - provide a physical impediment that fully prevents the energy/power source from being reconnected to the machinery/equipment. As its name suggests, a lock is incorporated into the device. In the case of electrical isolation some types of power sources are operated by a rotating switch, which has holes cut in both the switch and also the switch housing that align when the switch is in the “off” position. This allows a padlock or cable-lock device to be fitted that prevents the switch from being operated.

In some cases, the equipment may be an awkward shape, such as valves and there is no direct means of locking. In these examples a cable-type lock that is adjustable can be threaded through the valve handle and securely looped around any pipework. The adjustment is important as a cable that is tied too loose and still allows a valve to be operated is not sufficient.

In cases where the energy/power source has no readily usable feature that can incorporate a lock-out device, then the lock-out principle can still be applied e.g., disconnecting or disabling a power source at the electrical circuit board and then locking the cupboard that acts as the only access to the circuit board is an effective alternative.

**Tag-Out**. Tag-outs are designed to be used in conjunction with a lock-out device. The purpose of the tag is to provide information to all personnel that the energy/power source is isolated and what the reasons are for this. The tag should also contain details of the Permit Issuer who applied the lock-out and the Responsible Person.

1. **Responsibilities**

The responsibility for the proper execution of this procedure is with the Operations Manager and assisted by the QHSE Manager. The overall responsibility to ensure company-wide compliance with the procedure is with the QHSE Manager.

The two main roles involved in the LOTO process are the Permit Issuer and the Responsible Person.

**Permit Issuer**. This can be any one of the following: Operations/Rental Manager, Operations Supervisor, QHSE Manager and Workshop Supervisor and is dependent on the nature of the work involved. The roles and responsibilities of this role are as follows:-

* + - To review any Risk-Assessments and Method Statements and complete the Permit to Work Form in conjunction with the Responsible Person, discussing all LOTO aspects that will be involved in the work.
    - To ensure that any agreed LOTO isolations required in the Permit have been fitted or implemented and that it is safe for work to commence.
    - To retain all keys for LOTO devices after they have been fitted or implemented to provide security. **Only the Permit Issuer has the authority to fit or remove any LOTO devices.**
    - To sign and issue the Permit to the Responsible Person, who can verify that the LOTO isolations are correctly and securely installed.
    - To periodically ensure that, during the duration of the Permit, the Responsible Person and/or any additional persons performing the work are abiding by the Permit requirements and that any LOTO isolations have not been prematurely removed or bypassed. This is achieved by sampling and/or audit.
    - To communicate the existence of any LOTO devices to the remainder of the work-force who may be affected.
    - To complete the Permit upon satisfactory communication of the task being finished by the Responsible Person and remove any LOTO devices.
    - Communicate the removal of the LOTO to the workforce and restore normal use of the machinery/equipment.

**Responsible Person**. This is the Person in charge of carrying out the work. In cases where several people may be involved in this task the group must appoint someone to be the sole Responsible Person. The roles and responsibilities of this role are as follows:-

* + - To provide or assist in the provision of any Risk Assessments and/or Method Statements to the Permit Issuer to allow them to be reviewed in a timely manner with regard to any LOTO requirements.
    - To review and agree the Permit to Work form with the Permit Issuer and ensure that any agreed LOTO devices are correctly and securely in place.
    - To ensure the LOTO requirements are understood and adequately communicated to all other person(s) that are involved in the work and listed on the Permit.
    - To sign and accept the Permit from the Permit Issuer.
    - To ensure that, during the duration of the Permit, they and/or any additional persons listed on the Permit and who are performing the work abide by the Permit requirements with specific regard to LOTO devices.
    - To ensure that LOTO conditions are enforced and that any breaches of this (removal or bypassing of LOTO devices) are reported back to the Permit Issuer for further action.
    - To notify the Permit Issuer of any possible changes to the work scope or personnel that could necessitate a further review of the Permit to ensure the LOTO devices continue to be effective and are properly communicated.
    - To maintain and display a copy of the Permit at the work location.
    - To inform the Permit Issuer that the task is complete and that any LOTO devices can be removed to allow equipment or machinery use to be reinstated.

**Other Persons** All other person(s) must respect and abide by any LOTO conditions and must not attempt to remove or bypass any LOTO devices.

Should employees experience any problems or any safety concerns with the operation of the LOTO system, or have any specific concern over any Permit aspects, they should communicate this in the first instance to the Responsible Person, Permit Issuer or any other Line Manager so that the company can investigate, review and rectify the situation.

1. **Procedures**
   1. **Prohibited Operational Hazards Requiring LOTO**

The following is a list of defined operations that are classed as prohibited without a Permit to Work being completed beforehand and will involve the use of the LOTO system.

* + - Electrical Work. All work including commissioning, repair or maintenance on installations which, poses various hazards including electrocution, fire and/or explosion.
    - Mechanical Maintenance. All work that involves inspection, repair, servicing and maintenance of mechanical equipment which, poses a hazard from moving parts. For example, being pulled into moving machinery, crush injuries, injuries where limbs or body parts can be severed.
    - Confined Space Entry. In some circumstances it may be advisable to fit lock-out devices to entry or access points for Confined Spaces to prevent unauthorised access. In these cases, the accompanying Tag can be used as a reminder that entry to these areas is only under strict Permit to Work conditions.
    - Water/Fluid/Chemical Sources. All repair or servicing work that could potentially allow fluid to be inadvertently drained, diverted or otherwise released into areas which could create hazards e.g., slips, trips and falls; release of water onto floor with electrical cabling; chemicals inadvertently released and coming into contact onto personnel who are unprotected; flammable chemicals inadvertently released coming into contact with hot equipment that could create a fire/explosion hazard; water inadvertently re-directed or drained into Test Pit areas where people may be operating. In certain examples it may be necessary to temporarily drain equipment or lines/tanks to remove the fluid hazard completely before work can commence.
  1. **Method Statement and Risk Assessment**

During the planning phase of the task a review of how the task is to be done must be completed. This will form a Method Statement defining step-by-step approach on how the task will be performed. At this point any LOTO considerations should be made.

For [COMPANY NAME], the Method Statement is typically done in conjunction with the task-based Risk Assessment and opposed to being a stand-alone document.

For Third-Party Contractors however, where the nature of how they will perform their work (and how they propose to control the hazards) may be unknown, and their knowledge of our

site (and the hazards it may pose) is unfamiliar, they require to provide a separate Method Statement and Risk Assessment. This would include their company’s respective LOTO processes and devices.

The Method Statement can then be reviewed and incorporated within a task-based Risk Assessment that will form the basis of the Permit to Work.

[COMPANY NAME] shall identify all the tasks to be performed within the premises and adjacent to the planned work taking place where inherent hazards may exist and hence require the use of safety control measures.

The Permit to Work form details a specific prompt question for the use of LOTO devices that should be considered when assessing the task to be performed.

* 1. **Third Party Contractors**

Third-Party Contractors who attend [COMPANY NAME] premises to conduct servicing and maintenance work on mechanical or electrical systems or equipment are considered amongst the highest risk due to the fact they are unfamiliar with [COMPANY NAME] processes and may inadvertently present unforeseen or additional hazards to the [COMPANY NAME] facility/personnel.

Similarly our facilities and personnel may present unforeseen or additional hazards to Third-Party Contractors who are on-site e.g., equipment inadvertently operated or started that is being worked on by the Contractor.

To manage these risks, strict adherence to the Permit to Work system is required as any Third-Party Contractor operating on [COMPANY NAME] worksites are effectively operating under [COMPANY NAME] responsibility.

Third-Party Contractors must provide [COMPANY NAME] with both a Method Statement and a Risk Assessment which can be reviewed prior to work being approved as well as any of their own LOTO procedures

* 1. **Training**

Employers have a duty to provide information and instruction on the LOTO system. This information includes the reasons why the use of a Lock-out/Tag-out is necessary, and the potential consequences of not adhering to the requirements of the LOTO system.

[COMPANY NAME] shall ensure that employees are given adequate and comprehensive instruction, information and training in:

* The LOTO system and its use within the Permit to Work system
* The assessment of hazards and the types and methods of fitting for LOTO devices that will be used to provide isolation
* The roles and responsibilities of personnel associated with the LOTO process.

The instruction, information and training shall be conducted through competent personnel, QHSE Manager or an authorised third party training provider.