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Lock Out/ Tag Out (LOTO) Procedures

POLICY: It is the policy of Price Enterprises, Inc. to implement and maintain a successful lockout/tagout program, in order to protect our employees, property and operations.

PURPOSE: To establish a program and procedures for affixing appropriate lockout/tagout devices, and to otherwise disable machines or equipment from unexpectedly energizing, starting up, or releasing stored energy in order to prevent deaths or serious injuries.

SCOPE: This program covers the servicing and maintenance of machines and equipment in which unexpected energizing, or release of stored energy could cause injury to employees or outside personnel.

Servicing and/or maintenance which takes place during normal production operations is covered by this standard operating procedure if:

1. An employee is required to remove a guard or bypass a guard or other safety device.
2. An employee is required to place any part of his/her body into an area on a machine or piece of equipment where work is actually performed upon the object being operated (point of operation) or where an associated danger zone exists during a machine operation cycle.

Note: The exception to paragraph (b) is: Minor tool changes and adjustments, and other minor servicing activities, which take place during normal operations, are not covered by this program if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection.

PROGRAM EXCEPTIONS: Work on cord and plug connected electric equipment for which exposure to the hazard of unexpected energizing is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance. Pneumatic tools may also fall into this category provided that they can be completely isolated from their energy source.

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Minor tool changes, adjustments, and other minor servicing activities that take place during normal production operations that are routine activities, repetitive, and integral to the use of the production equipment, provided the work is performed using alternative measures that provide effective protection.

GENERAL PROCEDURES: Separate procedures are relevant for the application of control devices and removal of control devices. These procedures are defined in more detail below.

APPLICATION OF CONTROL PROCEDURE: Energy isolation and lockout/tagout are to be applied only by trained employees authorized to perform service or maintenance. The goal of this control procedure is to achieve “Zero Energy State” and “Zero Mechanical State”. The following procedures listed below must be followed.

1. NOTIFICATION – Notify all affected employees that servicing or maintenance is required on a machine or piece of equipment and that the machine or equipment must be shut down and locked out to perform the servicing.
2. PREPARATION – Before an authorized or affected employee turns off a machine or piece of equipment, the authorized employee will have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy. Additionally, the authorized employee will notify all affected employees that the machinery, equipment or process will be out of service and again notify all affected employees when the interruption in service has concluded.
3. EQUIPMENT SHUTDOWN – Shutdown the system by using the proper shutdown procedure.
4. EQUIPMENT ISOLATION – De-activate the energy isolating device(s) so the machine or equipment is isolated from the energy source(s). Be sure to isolate ALL energy sources, including secondary power supplies. Energy can come from many different sources including: electrical, mechanical, hydraulic and pneumatic.
5. INSPECTION OF DEVICE – Prior to the application of any lockout/tagout device, the authorized employee will inspect each device for damage. If a device is determined to be damaged the authorized employee will obtain a new device from the shop manager. The damaged device will be surrendered to the shop manager and the shop manager will discard such device. Under no circumstances will a device be borrowed from another employee or will a device not specified for lockout/tagout be used.
6. LOCKOUT/TAGOUT DEVICE APPLICATION – An authorized employee must lock out and tag or “tagout” each energy switch.
 - Lockout devices must be affixed in a manner that will hold the energy isolating devices in a “safe” or “off” position.

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- Tagout devices must be affixed in a manner that will clearly indicate that the operation or movement of energy isolating devices from the “safe” or “off” position is prohibited.
 - If the tagout device cannot be affixed directly to the energy isolating device, the tagout device must be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.
 - STORED ENERGY – After the energy-isolating device has been locked out and tagged or tagged out, all potentially hazardous stored energy must be relieved, disconnected, restrained, or otherwise rendered safe.
7. VERIFICATION OF ISOLATION – Prior to starting work on machines or equipment that have been locked and tagged or tagged out, an authorized employee must verify that isolation or de-energizing of the machine or equipment has been accomplished.
 8. SUCCESSFUL VERIFICATION – The machine or equipment is now effectively locked out.

REMOVAL OF LOCKOUT/TAGOUT DEVICES: The following procedures must be followed when removing lockout/tagout devices.

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that controls are in neutral.
4. The lockout device shall be removed from each energy device by the employee who applied the device.

When the authorized employee who applied a lockout device is not available to remove it, that device may be removed only under the agreement and direction of the Director of Car Wash Operations or higher authority. It is also necessary to adhere to all of the following minimum criteria:

1. Verification that the authorized employee who applied the device is not at the facility.
2. Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout has been removed.
3. Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.
4. Notify all affected employees that the servicing or maintenance is completed, and the machine or equipment is ready for use. (Energy must not be restored to any equipment, until this notification has been successfully completed.)



TESTING OR POSITIONING OF MACHINES OR EQUIPMENT: If lockout device and tags must be temporarily removed from energy-isolating devices in order to energize and test the equipment or to reposition any of its components, the authorized employee will:

1. Clear the equipment of tools and materials and have employee(s) depart the equipment area.
2. Remove employees from the machine or equipment area in accordance with normal start-up procedures.
3. Remove the lockout devices and tags from the energy-isolating devices in accordance with the procedure set forth in this program.
4. Energize the equipment, and then proceed with testing the equipment or repositioning the components.
5. De-energize all systems and continue with service or maintenance.

SPECIFIC PROCEDURES: The General Procedures listed are supplemented, where applicable, with equipment or machine specific procedures listed on a separate Lockout/Tagout Data Sheet (see Appendix A for example).

Note: Equipment or machine specific procedures are not required or provided when all of the following exist:

1. The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shutdown which could endanger employees.
2. The machine or equipment has a single energy source, which can be readily identified and isolated.
3. The isolation and locking out of that energy source will completely deenergize and deactivate the machine or equipment.
4. The machine or equipment is isolated from that energy source and locked out during servicing or maintenance.
5. A single lockout device will achieve a locked-out condition.
6. The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance.
7. The servicing or maintenance does not create hazards for other employees.
8. In utilizing this exception, no accidents have occurred involving the unexpected activation or re-energizing of the machine or equipment during servicing or maintenance.

TRAINING & RETRAINING: Training shall be provided to ensure that employees understand the purpose and function of the energy control program and that employees acquire the knowledge and skills required for the safe application, usage, and removal of the energy controls. All training and retraining requirements shall be conducted and fulfilled by the Safety Director.

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Training shall include the following:

1. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
2. Each affected employee shall be instructed in the purpose and use of the energy control procedures.
3. All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.
4. Managers shall receive training on their responsibilities.

Retraining shall include the following:

1. Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or process that present a new hazard, or when there is a change in the energy control procedures.
2. Additional retraining shall also be conducted whenever a periodic inspection reveals, or there is reason to believe that there are deviations from or inadequacies in the employees' knowledge or use of the energy control procedure.
3. The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures as necessary.
4. The Safety Director shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

ENFORCEMENT: Enforcement is necessary to make sure workers do their part in protecting their own safety.

1. In addition to the required annual inspections, informal or random inspections will be conducted regularly as a part of the responsibilities of the Safety Director.
2. Enforcement of safety rules shall be fair and uniform.
3. The penalties for failure to comply with our energy control procedures will result in disciplinary steps taken against the non-complying employee.

PROGRAM EVALUATION & MAINTENANCE: At least annually a review of the complete energy control program and an inspection of all equipment or machine-specific lockout/tagout procedures shall be conducted by the Senior Manager.

When additions or modifications are made with regard to facilities, equipment or machinery it shall be the responsibility of the Senior Manager to provide or update the Lockout/Tagout Date Sheet, where applicable, and ensure that timely and accurate information is provided before releasing the equipment or machine into service.

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OUTSIDE PERSONNEL: Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this program, the outside servicing personnel shall be informed of their respective lockout or tagout procedures. The outside servicing personnel shall meet the minimum requirements set forth by Price Enterprises, Inc.

Ricky e Price

Ricky E. Price
Owner/Chairman

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