

CUSTOM ARCHITECTURAL WOODWORK, INC.

LOCKOUT/TAGOUT

WHAT IS LOCKOUT/TAGOUT?

Lockout/Tagout is the procedure of lockout of energy isolating devices prior to maintenance, service or repair. It ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locket out before service or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

OSHA REQUIREMENTS:

OSHA requires that we provide a written procedures and training so that each employee is aware of our policies regarding Lockout/Tagout.

LOCKOUT/TAGOUT POLICY:

Our company policy on Lockout/Tagout is simple and provided to each employee in the Employee Policies & Procedures Manual. The policy requires that no employee service or pull maintenance on any piece of equipment or machinery. Only the General Manager has the authority to service or maintain any piece of equipment or machinery.

All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall no attempt to star, energize or use that machine or equipment.

Any deviation from this policy will be considered a serious violation of company policies and reason for disciplinary action.

The General Manager will notify all affected employees that servicing or maintenance is required on a machine or piece of equipment.