

Energy Isolation – Lockout/Tagout

**BP WIND ENERGY
POLICIES AND PROCEDURES**

LOCK OUT TAG OUT PROCEDURE

[Document Control Details](#)

Energy Isolation – Lockout/Tagout

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1.0 Purpose

The purpose of this document is to establish the minimum Lockout/Tagout requirements to safely control energy when servicing or performing maintenance on machines and equipment from which the unexpected energization, start-up, or the release of stored energy could cause injury or equipment damage.

2.0 Reference

- 2.1 OSHA 29 CFR 1910.147 – The Control of Hazardous Energy (lockout/tagout),
- 2.2 OSHA 29 CFR 1910.269 – Electric Power Generation, Transmission and Distribution Standard,
- 2.3 OSHA 29 CFR 1910. 333 – Selection and Use of Work Practices,
- 2.4 BP Group Standard – Control of Work

3.0 Scope

This procedure applies to all BP and Contractor employees who have the potential to be exposed to hazardous energy during the preparation, servicing, or maintenance of equipment at all BP Wind controlled sites.

This procedure is not applicable to:

- BP Wind Energy Construction sites,
- Handheld power tools or stationary equipment whose electrical power may be controlled by the unplugging of equipment from the energy source, when the plug and cord are under the exclusive control of the worker performing the servicing or maintenance.

4.0 Responsibilities

- 4.1 **Area Authority AA (Facility Manager and/or designee)** – The AA is responsible for:
 - Ensuring that this policy is implemented consistently throughout the site,
 - Ensuring that all employees have been trained prior to performing LOTO roles and the List of Authorized Employees (Att. F) is maintained.
 - Ensuring that the LOTO log book/index is maintained.
 - Ensuring the development and approval of the isolation procedures prior to use;
 - Ensuring the periodic Energy Isolation audits for the site are performed.

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- 4.2 **Authorized Employee** – The on-site Technicians are generally the Authorized Employee for LOTO purposes.
- Implement and follow this procedure consistently and identify and correct any concerns.
 - Ensure two-way communication is conducted with the affected employees so that all involved with the job have a complete understanding of the job and how it is to be performed.
 - Develop, locate and/or print the proper isolation list.
 - Ensure that all equipment has been de-energized and energy sources are properly locked and/or tagged out.
 - Verify a safe energy state.
- 4.3 **Affected Employee**
- To be aware of the hazards of working around equipment under LOTO and respect the process and persons performing the work.
 - Any concerns are to be immediately communicated to the Area Technician (Authorized Employee) or site Leadership.
- 4.4 **Contractor Representative (for outside contractors)** – For outside contractors performing work on LOTO'd equipment a work crew representative is responsible for:
- Initiating the Permit-to-Work form,
 - Verifying a safe energy state,
 - Signs onto the “Safe Access Log” (Att. B),
 - Attaches a Company “hold” lock onto the Lockout box,
 - Ensures all work has been completed and all tools and trash have been removed from the jobsite,
 - Signs off the “Safe Access Log” when all work has been completed.
 - Removes Company “hold” lock from the lockbox.
- 4.5 **Work Crew Employees (for outside contractors)** – Responsible for:
- Each work crew member is responsible for reviewing and understanding the Isolation Procedure,
 - Attaching their personal isolation lock to the lockbox,
 - Performing assigned work, and
 - Removing personal isolation lock at end of shift/day, when reassigned, or when the work is complete.

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5.0 Definitions

- 5.1 **Affected Employee:** A person who works in areas or on equipment or machines where energy sources are locked and/or tagged out, but who is not directly involved in the isolation process.
- 5.2 **Authorized Employee:** A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment.
- 5.3 **Double Block & Bleed (DBB):** Double Block and Bleed (DBB) consists of the closure of two block valves in series with an intermediate bleed valve.
- 5.4 **Energy Isolating Device:** A mechanical device that physically blocks or isolates energy.
- 5.5 **Energy Source:** Any electrical, mechanical, hydraulic, pneumatic, gravity, chemical, radiation, thermal or other source of energy that could cause injury or harm to people or the environment.
- 5.6 **Job Safety Environmental Analysis (JSEA):** A JSEA is a communication and planning tool used to analyze a job in a methodical way by defining the key tasks of the job in order to anticipate hazards and recommend elimination or mitigation of the hazard(s).
- 5.7 **Lockbox:** The lock boxes retain the Equipment Isolation locks and the keys to the locks.
- 5.8 **Lockout:** The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
- 5.9 **Lockout device:** A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position, and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.
- 5.10 **One-Time Isolation List:** A “one-time” isolation list is created where isolation is required and a “permanent” approved isolation list does not exist. In this case, the “one-time” isolation list will be developed for that specific situation and either, after its use, converted to a “permanent” isolation list with appropriate approval authority or filed with LOTO sheets.
- 5.11 **Operations Lock:** Typically **GOLD** in color. These locks are FIRST ON and LAST OFF of the LOTO Lockbox or single point LOTO hasp.
- 5.12 **Permanent Approved Isolation List:** A “permanent” isolation list is a list that is created in advance of isolation and has gone through all the approvals required for an isolation list.
- 5.13 **Personal Lock:** Typically **BLUE** in color. These locks are used by individuals working on equipment or systems under a LOTO.
- 5.14 **System Locks:** Typically **RED** in color. These locks are used to LOTO each piece of equipment.
- 5.15 **Tagout:** The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.
- 5.16 **Tagout device:** A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Note: Tags and their means of attachment should be made of materials which will

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withstand the environmental conditions encountered in the workplace. Tags are essentially warning labels affixed to energy isolating devices and do not provide the physical restraint on those devices that is provided by a lock. Tag attachment devices shall be of a non-reusable type, attachable by hand, self-locking and non-releasable with a minimum unlocking strength of 50 pounds.

- 5.17 **Verify:** To ensure that hazardous energy has been controlled, energy isolation devices are in the proper position, lockout devices are properly installed, tags and locks are in the proper locations, and that zero energy has been verified.
- 5.18 **Zero Energy:** The state where a system has been de-energized, grounded, disabled, depressurized, purged, neutralized and/or drained to prevent reenergizing and/or unexpected exposure to energy that could cause injury.

6.0 Procedure

6.1 General Requirements

- A. A LOTO Permit is always required for energy isolation.
- B. Most LOTO's will require use of a Lock Box however, multi-lock hasp can be used for single point LOTO's.
- C. Each site shall have a method for tracking equipment that has been placed into LOTO, i.e. LOTO book, LOTO board, etc.
- D. All energy sources associated with equipment must be maintained in a position which isolates the employee(s) from hazardous energy when maintenance/servicing work is being performed by either company or contract personnel.
- E. Authorized Employees (AE) will be responsible for ensuring that all equipment and energy sources are properly locked and tagged prior to starting work, and will maintain positive control of the lockbox contents by affixing a "first-on, last-off" operations lock to the lockbox.
- F. Work will not be conducted without a pre-job risk assessment and a safety discussion appropriate for the level of risk.
- G. Authorized employees involved in the isolation must be trained on this procedure and knowledgeable of types of energy, hazards of energy to be controlled, and method or means to control energy before turning off a machine or equipment.
- H. An orderly shutdown must be followed to avoid any additional or increased hazards to employees as a result of equipment shutdown.
- I. All energy isolating sources/equipment needed to control energy shall be physically identified as appropriate, to isolate from energy source(s).
- J. All appropriate equipment shall be isolated with approved lockout devices and tags. The tags shall be serialized and include the contact number of the Area Authority. **No LOTO lock shall be affixed without a tag.**
- K. Lockout or tagout devices must be affixed to each energy or isolating device by a person trained in LOTO procedures. The devices shall be attached in a manner that will hold the energy isolating devices in a safe or off position.

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- L. If equipment is not physically capable of being locked out, tag out devices shall be attached to clearly indicate that the operation or movement of energy isolating devices from the safe or off position is prohibited. The following conditions must be met:
- Contact the AA for authorization before continuing.
 - The tag shall be fastened at the same point at which the lock would have been attached.
 - Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as closely and safely as possible to the device, in a position that will be immediately obvious to anyone attempting to operate the equipment.
 - Tag attachment devices must be of a non-reusable type, attachable by hand, self-locking and non-releasable, with a minimum unlocking strength of no less than 50 pounds. A one-piece all-environment-tolerant nylon cable tie-type device is acceptable for this application.
- M. If more than one group is working on the same isolated equipment/system (including different contractors and/or maintenance crafts) a designated authorized person from each contractor or craft will place a company/craft “hold” lock on the multiple hasp/lock boxes and will place their **DANGER, DO NOT START** tag. Each craft or group will be given the opportunity to test/try the equipment at the start station to determine that the equipment is inoperable.
- N. Following the application of lockout/tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, or otherwise rendered safe. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.
- O. After ensuring that all personnel are clear, the equipment must be tested to verify that it is properly isolated and will not operate.

Note 6.1 N

Be certain to return the switch or start button that was used to test the lockout to its off or neutral position.

- P. If a LOTO lasts more than one shift, a LOTO Transfer Form Att C) shall be completed.
- Q. At the beginning of each shift, all designated and/or authorized persons who have equipment locked out will check equipment and isolating device(s) to determine that all equipment is safe for work and has not been returned to service or tampered with during their absence.

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6.2 Preparation For And Performing Lockout

Select the LOTO isolation methodology (first available) as follows:

1. Utilize an Equipment Specific Operating Procedure (an SOP), or
2. If an Equipment Specific Isolation Procedure does not exist that covers the operation, a Site Specific Isolation Procedure (or SSIP) shall be developed and documented on the LOTO Permit. Complete the LOTO Permit to document isolation for the job.
 - A. If Equipment Specific lock-out/tag-out isolation procedures are used, the procedure name and/or number shall be specifically indicated on the LOTO Permit.
 1. Complete the LOTO Permit (**always required**). Notify/consult with the AA and note on the permit.
 2. Carry out preparation for shutdown provided on the LOTO Permit and/or procedure including the following:
 - Conduct a pre-job safety meeting.
 - Ensure that affected persons are notified of the LOTO prior to equipment shutdown via pre-job safety meetings, work orders, or other methods.
 - Inform employees of the LOTO isolation actions to be performed and any restrictions related to these actions; resolve any differences or shortcomings prior to initiation of the job.
 - Survey the area and review the LOTO actions, prior to initiating LOTO.
 3. The Authorized Employee (AE), authorized by management (AA), upon notification of the energy isolation requirement will utilize the normal shut down procedures, and isolate the equipment. An Authorized Employee/Person will attach a locking device (i.e., chain or valve locking device), and Energy Isolation lock (**red in color**) and tag to each energy source they isolate, as identified on the LOTO Permit or procedure. The Authorized Employee/Person will follow the sequence developed in the equipment specific or site-specific LOTO isolation procedures, as detailed on the permit.
 4. **When using a lock box:** When using one of the O&M Lock Boxes (complete with locks, key and tags), the Authorized person will attach ONE of the **red** locks and specified Energy Isolation Tag from this Lock Box to every energy source identified by the LOTO Permit. All extra locks and tags, if any, should remain in the box.
 - In the event there are more isolation points than locks available in the lock box, multiple area lock boxes can be used. The keys for both boxes will be placed in one box and **ALL** personal locks will lock out this box.

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- The AE performing the LOTO will affix an Operations Lock to the Lockbox once all keys are placed inside the box. The Operations Lock will be the first-on and Last-Off.
- Any other authorized personnel, or designated authorized persons, that will work on the equipment or project will attach their Personal Lock to the lock box. The personal lock will be attached to the lock box in such a manner that the box cannot be opened until every lock has been removed.

Note 6.2 (A) (5)

Do not use push buttons, **selector switches**, and other control-circuit-type devices as energy-isolating devices.

5. The Authorized Employee (AE) will confirm the equipment has been isolated and de-energized subsequent to beginning work. This includes, but is not limited to; operating the electrical start switch, valve or other energy isolation device(s) to verify the equipment is isolated from its energy source(s). Ensure the area is clear of personnel.

All energy isolation procedures shall follow the “Lock, Tag, Clear, and Try” sequence:

- **LOCK:** An authorized employee will secure each isolation point (breaker, start/stop switch, valve, etc.) with an approved isolation device, and will attach an Energy Isolation lock.
- **Tag:** Locks shall be accompanied with a tag stating “Danger, Do Not Operate” with a unique identifier (i.e., a number).
- **Clear:** The area must be clear of personnel and tools prior to attempting to start the equipment.
- **Try:** Confirm Zero Energy state by testing, checking for pressure, and/or attempting to operate by using normal operating controls. The individual conducting these tests must be properly trained and qualified, either by experience or education, and utilize the proper equipment. After testing, verify that the switch, start button, or valve is returned to its off or neutral position.

- B. **Site Specific (or Generic) Energy Isolation Methods** – The following methods may be used as part of developing site-specific and equipment-specific lockout/tagout procedures.

1. **Electrical** (motor controllers, capacitors, circuit breakers):
 - a. Shut down the equipment using the specific SOP or standard

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- operating procedure.
- b. All circuits greater than 600V must be properly grounded.
 - c. Confirm that all power sources are locked and tagged out.
 - d. When working on or near exposed de-energized electrical equipment, a Qualified Person, using proper test equipment, shall confirm that all circuits have been de-energized.
 - e. If additional energy sources are present, follow the applicable method of energy isolation listed in this section.
2. **Pneumatic** (starting air, control valves, instrument air):
- a. **Identify** the system to be isolated.
 - b. **Isolate** block valves upstream and downstream of the section.
 - c. **Release** pressure and maintain a zero energy state using a controlled bleed-off.
 - d. Devices such as chains, energy isolation air valves, shutoff valves and/or locks shall be used to isolate the energy source. **Disconnecting the line is the preferred means of isolation.**
 - e. If additional energy sources are present, follow the applicable method of energy isolation listed in this section.
3. **Hydraulic** (valve actuators, presses):
- a. **Identify** the system to be isolated.
 - b. **Isolate** the system.
 - c. **Release** the pressure and maintain a zero energy state.
 - d. Devices such as chains, energy isolation air valves, shutoff valves and/or locks shall be used to isolate the energy source.
 - e. If additional energy sources are present, follow the applicable method of energy isolation listed in this section.
4. **Fluids and Gases** (piping systems, vessels, production/process equipment, and storage tanks):
- a. **Identify** the system to be isolated.
 - b. **Isolate** all inlet and outlet piping by disconnecting, inserting blinds, or by the preferred use of double block and bleed. All new and refurbished equipment should be designed and installed with the ability to use a double block and bleed method.
 - c. **Release** the pressure and maintain a zero energy state.
 - d. If additional energy sources are present, follow the applicable method of energy isolation listed in this section.
 - e. A single block valve may be used only if a documented risk assessment has been performed prior to using a single block valve.
5. **Mechanical** (pumping unit, counterweights, flywheels):

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- a. Release all stored mechanical energy and/or isolate the energy source. Be aware of gravity, springs, tension, and other sources of energy that are not always obvious.
- b. Devices such as blocks, pins, or chains should be used to restrain energy when equipment, such as pumping units, cannot be brought to a zero potential energy state. **Do not depend on brakes alone to secure equipment.**
- c. Locks and tags shall be used to lock out and tag out mechanical energy.
- d. If additional energy sources are present, follow the applicable methods of energy isolation listed in this section.

6.3 Release of Stored Energy

- A. All potentially hazardous or stored energy shall be relieved, disconnected, restrained, and otherwise rendered safe to achieve a zero energy state. This can be accomplished by:
 1. Disconnecting electrical equipment,
 2. Releasing mechanical energy,
 3. Draining,
 4. De-pressuring
- B. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

6.4 Verification of Lockout Device and Tag Application

Prior to starting work on machines or equipment that have been locked out or tagged out; a second authorized employee shall verify that isolation and de-energization of the machine or equipment have been accomplished.

Current BP policy requires that two employees (Technicians) must be present when performing work at a turbine.

Prior to starting work on machines or equipment that have been locked out or tagged out; each affected employee, work crew supervisor and/or each work crew member shall verify that isolation and de-energization of the machine or equipment have been accomplished.

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WARNING 6.4 A

Failure to isolate or disable timing devices, delayed starts, remote starts, and auto starts/resets may result in bodily injury and or death.

6.5 Process to Re-energize and Test Equipment During the Job

- A. When determined that it is necessary to temporarily remove an isolation device, or to temporarily re-energize or introduce energy to equipment under lockout, the following steps will be followed:
1. Authorized employee will verify that the affected equipment is ready for interim testing. Work crew members will remove their Personal Locks from the lockbox and relocate to a safe area.
 2. The Authorized Employee will remove only those locks that are necessary to perform the test.
 3. Conduct interim testing.
 4. After interim test is complete, the Authorized employee will:
 - a. Re-isolate the equipment,
 - b. Release any hazardous energy,
 - c. Re-install the Equipment Isolation locks and tags,
 - d. Re-verify that a zero energy state exists.
 - e. Return keys to the lockbox,
 - f. Attach a personal lock to the lock box
 5. Work crew members re-attach personal locks to the lockbox and resume work.

6.6 Returning LOTO'd Equipment to Service

- A. After all work has been completed, the Area Authority must follow these steps before the equipment can be started or re-energized:
1. All affected employees in the work area must be notified that the equipment is being removed from LOTO before equipment is put back into service.
 2. The Area Authority must verify the following before equipment start up:
 - All lock boxes, tags and locks have been accounted for and are secured in the LOTO station
 - All work has been completed per the SOP or SSIP
 - All personal locks are in the owners custody
 - The "Work Complete" section on the Isolation List has been signed

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indicating that all work has been completed.

- B. After a complete inspection of the isolated equipment has been conducted and is satisfactory the equipment may be returned to service.
 - 1. The inspection by Area Authority is to ensure that the equipment is returned to an operational state.
 - 2. Operations will sign the LOTO record as complete.
- C. Completed Lock Out Tag Out Records will be retained for one year.

6.7 Emergency Lock Removal



WARNING 6.4 A

Do not remove another person's lock without following all steps in this section. Failure to follow all steps in this section may result in bodily injury.

- A. Employee Personal Locks may only be removed by the lock owner unless the lock owner is absent from the site and unable to return. The following steps must be followed to remove an Employee Personal Lock:
 - 1. Complete the Emergency or Non-Owner Lock Removal Form (Attachment D).
 - 2. All reasonable efforts shall be made (such as radio, telephone, etc.) to contact the employee so as to ensure that the work is complete and/or the equipment is safe to re-energize.
 - 3. If unable to contact the employee, the AA and IA must assess the job status to ensure that the equipment is ready and safe for operation,
 - 4. If the work has been completed and/or the equipment is safe to re-energize, the AA or designee shall remove the lock(s),
 - 5. If it cannot be determined that the equipment is ready to return to service, the equipment must be left isolated until the employee can be contacted,
 - 6. The employee must be contacted immediately on his/her first day back to work and made aware of their lock removal. The employee will sign the Emergency or Non-owner Lock Removal form.
 - 7. The site shall maintain a file for completed Emergency or Non-Owner Lock Removal forms.

6.8 Transfer of Lock Out Tag Out Ownership

A Multi shift or ongoing repairs may require the change of responsibilities between different parties involved in the work. The following must be performed for a successful transfer:

- 1 The Area Authority must be notified and made aware of the change of ownership.

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- 2 The Area Authority makes the necessary changes to the LOTO logbook/index.
- 3 The outgoing AE must sign and date the LOTO Transfer Form
- 4 The oncoming AE verifies that all LOTO devices are as stated in the LOTO Record.
- 5 The oncoming AE must sign and date the LOTO transfer form and staple to the LOTO Record.
- 6 The key for the Lock Box Operations Lock is given to the oncoming AE.

7.0 Periodic Inspections

- 7.1 Facility Manager (or designee) shall conduct quarterly audits of the LOTO program. See *Attachment E for LOTO Audit forms*.
- 7.2 The audit shall review both “open” (live) and “closed” LOTO permits.
- 7.3 Findings and corrective actions will be documented on the audit form,
- 7.4 Feedback should be provided to the person(s) being audited on any necessary corrective actions immediately following any audit.
- 7.5 All LOTO audits shall be documented and kept on file at each site for five years.
- 7.6 If an action item is created that needs to be tracked to completion, the Traction system should be used.

8.0 Training

- 8.1 All personnel who participate in the lockout/tagout program or who may be affected by this program shall be trained before they participate in the program.
 - A. 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.
 - B. Each Affected Employee shall be instructed in the purpose and use of the energy control procedure.
 - C. All other personnel whose work operations are or may be in an area where energy control procedures may be used shall be instructed about the procedure and about the prohibition relating to attempts to restart or reenergize machines or equipment that is locked out or tagged out.
- 8.2 Training should include a method to confirm that the purpose and function of the lockout/tagout program is understood and that the knowledge and skills required for the safe application, usage, and removal of energy controls are conveyed to all personnel who participate in the lockout/tagout program or who may be affected by this program
- 8.3 Training shall specifically address recognition of hazardous energy sources, type and magnitude of energy in the workplace, methods and means necessary for energy control,

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and the purpose and use of the lockout/tagout program. The training should also include rules and techniques to be used for applying lockout/tagout procedures and the means that will be used for enforcement of the program.

- 8.4 Retraining shall be provided to all personnel who participate in the lockout/tagout program or who may be affected by this program whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard when there is a change in the energy control procedures or an inspection reveals inadequacies in the procedure.
- 8.5 All training shall be documented, including the date and names of those persons attending the training.

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9.0 Attachments

Attachment A – LOTO Record Form



LOTO Record
Form.xls (46 KB)

Attachment B – Safe Access Log



Safe Access Log.xls
(26 KB)

Attachment C – LOTO Transfer Form



LOTO Transfer
Form.xls (27 KB)...

Attachment D – Lock Removal Form



Emergency Lock
Removal Form.do...

Attachment E – LOTO Audit Checklist



LOTO Audit
Checklist.doc (60 K..

Attachment F – Authorized Employees



List of Authorized
Employees.x...

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Document Control Details

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