

# Model Group Lockout Procedure

**Instructions:** This memo sets out safety procedures for servicing by a group, crew or team of employees of a piece of machinery or equipment that runs on an energy source that must be locked out during service. THESE PROCEDURES ARE MANDATORY AND MUST BE FOLLOWED by all individuals in the group, crew or team (which we will refer to as “Authorized Employees”).

**Designation of Team Member Responsible.** In all such cases of group servicing, one authorized employee will be responsible for making sure that each step of the following group lockout procedures has been taken. This individual will be referred to in this Memo as the “Designated Employee.”

**Lockout Procedures.** The procedures required for group lockouts shall consist of:

- a. The same as those listed in the ABC Company’s Basic Lockout Procedures; and
- b. The five additional steps listed below.

## **STEP 1: NOTIFY ALL ‘AFFECTED EMPLOYEES’**

The Designated Employee will notify all employees who work in the area where the equipment or machinery is being serviced (the “Affected Employees”) in accordance with the ABC Company’s Basic Lockout Procedures.

## **STEP 2: UNDERSTAND THE ENERGY SOURCE & HOW TO CONTROL IT**

Each Authorized Employee in the group performing services on the equipment or machinery is responsible for following the ABC Company’s Basic Lockout Procedures with respect to making sure that he/she understands:

- a. The energy source of the equipment being serviced; and
- b. How to control it.

## **STEP 3: SHUT DOWN EQUIPMENT BEFORE SERVICE BEGINS**

The Designated Employee shall ensure that the equipment has been properly shut down before the group begins servicing it. Equipment shutdown will follow the same procedures as outlined in the ABC Company Basic Lockout Procedures.

## **STEP 4: LOCK OUT ENERGY-ISOLATING DEVICE(S)**

Each Authorized Employee in the servicing group must attach his or her own individually assigned lock to the equipment’s energy-isolating device(s). If the energy-isolating device(s) will

not accept multiple locks, a single “group lock” must be used instead. The key to the group lock must be secured in a separate lockout box. That box must allow each Authorized Employee in the group to attach his or her individually assigned lock to it. After the energy-isolating device has been locked out, the Designated Employee must complete the remaining lockout procedures listed in the ABC Company’s Basic Lockout Procedures.

#### **STEP 5: RESTORING EQUIPMENT TO OPERATION**

The Designated Employee is responsible for restoring the equipment to operation after servicing is complete. As each Authorized Employee in the servicing group completes their assigned role in servicing the equipment, and no longer need lockout protection, they are to remove their lock from the energy-isolating device or separate lockout box. If individually assigned locks have been used to lock out the equipment, the Designated Employee shall be the last the person to remove his lock and restore the equipment to operation.

If a single group lock is used in locking out the equipment, the presence of any individually assigned lock on the separate lockout box should be treated as an indication the equipment has not been cleared to be restored to operation. In such case, the Designated Employee must check directly with each Authorized Employee whose lock remains on the separate lockout box to determine the status of the job. The Designated Employee will restore the equipment to operation if and only if all locks have been removed.

After the removal of all individually assigned locks or the group lock from the energy-isolating device, the Designated Employee will restore the equipment to operation by following the procedures set out in the ABC Company Basic Lockout Procedures.

**\*Please ask your supervisor if you have any questions about these procedures.**