

Lockout/Tagout (Control of Hazardous Energy) Program

Prepared for: Ejemplo Industrial Services LLC

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Program administrator: Mariana Garza, Safety Coordinator

CFR: 29 CFR 1910.147, 29 CFR 1926.417

This program is maintained in English and Spanish. Training is delivered in the language each employee understands.

1. Purpose and Scope

This written Lockout/Tagout Program is the energy control program of Ejemplo Industrial Services LLC ("the Company"). Its procedures, training and periodic inspections ensure that, before anyone services or maintains a machine or equipment where unexpected energizing, start-up or release of stored energy could cause injury, the equipment is isolated from its energy sources and rendered inoperative. It meets 29 CFR 1910.147; construction work, which 1910.147 does not cover, follows 29 CFR 1926.417 and these same procedures. It applies to all employees and all servicing and maintenance in client refineries and petrochemical plants in the Houston Ship Channel area, including host facilities operated by clients.

Isolating devices that can accept a lock are always locked. A tag alone is used only where a device cannot be locked, plus an extra safeguard such as removing a fuse. Cord-and-plug equipment is controlled by unplugging it, with the plug under the exclusive control of the employee doing the work.

2. Responsibilities

- Program Administrator (Mariana Garza, Safety Coordinator): maintains this program and the procedure file, issues locks and tags, and keeps the training and inspection certifications.
- Field Superintendent and supervisors (Jorge Salinas, Field Superintendent): allow no servicing without the procedure for that equipment, coordinate lockout with the host facility and stop any work that breaks this program.
- Authorized employees: trained employees who lock or tag out equipment in order to service or maintain it. Only those doing the work apply locks, each his or her own.
- Affected employees: those who operate the equipment or work in the area where it is serviced.
- No employee ever starts, energizes or uses equipment that is locked or tagged out.

3. Locks, Tags and Hardware

The Company provides the locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, hasps and other hardware needed to isolate, secure or block equipment. These devices are singularly identified, are used only for controlling energy and never for other purposes, and are durable, standardized (one lock color and model, one tag print and format), substantial and identifiable: locks cannot be removed without excessive force such as bolt cutters; tag ties are non-reusable, self-locking and non-releasable, with an unlocking strength of no less than 50 pounds, like an all-environment nylon cable tie; and each device shows the name of the employee who applied it.

Tags carry a legend such as Do Not Operate or Do Not Energize. Each authorized employee keeps the only key to his or her locks.

4. Equipment-Specific Energy Control Procedures

The Company develops, documents and uses an equipment-specific energy control procedure for each machine or piece of equipment it services, even where the note to 29 CFR 1910.147(c)(4)(i) would allow an exception. Each procedure clearly and specifically outlines its scope, purpose, authorization, rules and techniques, including:

- A statement of its intended use.
- Steps for shutting down, isolating, blocking and securing the equipment and releasing stored energy.
- Steps for placing, removing and transferring locks and tags, and who is responsible for them.
- Requirements for testing the equipment to verify that the energy controls are effective.

At host facilities, the supervisor uses the host's procedure or isolation list when it meets this program; otherwise the supervisor and an authorized employee walk down the equipment and write the procedure before work starts. The Program Administrator reviews each new procedure, and a copy stays in the job file. Isolation is recorded in this format:

Equipment (name, ID, location)	Energy sources (type and magnitude)	Energy isolating device(s)	Verification method
Example: Pump P-101, Unit 2	Electrical 480 V; liquid under pressure	Motor breaker; suction and discharge valves	Try start; zero volts at motor; gauge at zero

5. Applying Energy Control

Energy control is applied in this order:

- Prepare: know the type and magnitude of the energy, its hazards and how to control it.
- Notify: notification of affected employees, including the host facility's operator, is given before the controls are applied.
- Shut down the equipment by its normal, orderly stopping procedure.
- Isolate: operate every energy isolating device needed (breakers, disconnects, line valves, blinds). Push buttons and selector switches are not isolating devices.
- Lock and tag: each authorized employee affixes a personal lock and tag to each isolating device, or to the group lock box (section 7), in the "off" or "safe" position. A tag without a lock goes where the lock would go, or as close as safely possible and in plain view.
- Release stored energy: bleed, vent and drain lines, lower or block raised parts, release springs, and discharge and ground capacitors. If energy could reaccumulate, verification of isolation continues until the work is done.
- Verify: with no one exposed, try the normal start controls and check that gauges read zero; on electrical equipment, a qualified person tests for absence of voltage with a meter checked on a known source before and after. Return the controls to "off".

Working without a personal lock, removing another person's lock or bypassing an energy control leads to removal from the task, retraining and discipline up to termination.

6. Release from Lockout or Tagout

Before locks and tags are removed and energy is restored, the authorized employees make sure that tools and nonessential items are removed, the equipment is operationally intact, and all employees are safely positioned or removed. After removing the devices and before start-up, they notify the affected employees that the devices have been removed.

Each device is removed by the employee who applied it. If that employee is not available, the Field Superintendent may direct its removal only after verifying that the employee is not at the facility, making all reasonable efforts to inform him or her, and making sure the employee knows before resuming work there. The host's approval is obtained, and the removal is recorded on a lock removal form.

To energize equipment temporarily for testing or positioning, the crew clears tools and employees, removes the devices following this release from lockout procedure, tests, and then deenergizes and reapplies all controls (section 5).

7. Group Lockout and Shift Changes

When a crew, craft or department services equipment together, group lockout gives each employee the same protection as a personal lock:

- One authorized employee, normally the supervisor, has primary responsibility for the set number of employees working under the group lockout device, such as the host's operations lock.
- The isolation lock keys go into a group lock box. Each authorized employee affixes a personal lock to it when starting work and removes it on stopping work on that equipment.
- The person in charge signs members in and out on the group lockout log to know each one's exposure status.
- When several crews, crafts or employers are involved, one designated authorized employee, agreed with the host, coordinates them and ensures continuity of protection.

During shift or personnel changes, the oncoming employee applies his or her lock before the off-going employee removes theirs, and both review the isolation points; if no crew remains, the supervisor's lock stays on the lock box. Transfers are recorded on the group lockout log.

8. Host Facilities and Outside Contractors

At host facilities the Company works as outside servicing personnel. Before work starts, the Company and the host employer inform each other of their lockout and tagout procedures, at the contractor orientation or pre-job meeting, and agree who applies the operations lock, who verifies isolation and how locks are removed. Company employees follow the restrictions of the host's energy control program, apply personal locks even when the host has locked the equipment, and follow the stricter rule where the programs differ. Subcontractors brought by the Company exchange procedures the same way. Exchanges are recorded in the job file.

9. Construction Work: Deactivated Controls and Circuits

On construction work (29 CFR 1926.417), controls that are to be deactivated during work on energized or deenergized equipment or circuits are tagged; deenergized equipment or circuits are rendered inoperative and tagged at all points where they can be energized; and tags plainly identify the equipment or circuits being worked on. The Company also locks those points.

10. Training and Retraining

The Program Administrator, or a qualified trainer designated by the Company, trains each employee before his or her first assignment near servicing or maintenance, so that employees understand the purpose and function of this program and can apply, use and remove energy controls safely:

- Authorized employees: recognizing hazardous energy sources, the type and magnitude of energy at Company jobs, and the methods and means of isolation and control, with hands-on practice.
- Affected employees: the purpose and use of the energy control procedure.
- Other employees in areas where energy control is used: the procedure, and the prohibition on restarting or

reenergizing locked-out or tagged-out equipment.

- Where tags are used, their limitations: they are warnings, not restraints; they are never removed without authorization or bypassed; they must be legible, understandable, durable and securely attached; and they may evoke a false sense of security.

Authorized and affected employees are retrained when their job assignments change, when a change in machines, equipment or processes presents a new hazard, when procedures change, and when a periodic inspection reveals, or the Company has reason to believe, deviations or inadequacies in their knowledge or use of the procedures.

Training is given in a language the employee understands, in Spanish where that is the crew's working language, and the Program Administrator certifies it with each employee's name and dates of training.

11. Periodic Inspection

At least annually, an authorized employee other than those using the procedure, normally the Field Superintendent, makes a periodic inspection of each energy control procedure in use: he or she watches a crew apply it, corrects any deviation or inadequacy, and reviews each authorized employee's responsibilities with that employee. Where tagout is used, the review also covers affected employees and the limitations of tags. Each inspection is certified in this format:

Machine or equipment (procedure)	Inspection date	Employees included	Inspector	Deviations corrected

12. Program Review

The Program Administrator reviews this energy control program at least annually, using the periodic inspection results, and after any hazardous energy incident or near miss, new type of equipment or new client requirement. Changes are dated and communicated to supervisors and crews.

Management Adoption

Ejemplo Industrial Services LLC adopts this program as its own. Management has reviewed it, confirms that it describes the company's actual operations, and commits the resources needed to implement it. This program is reviewed at least annually and whenever operations, hazards or regulations change.

Signature: _____ Date: _____

Luis Garza, Owner / President

Regulatory Cross-Reference

Each required element of the applicable standard and the section of this program that addresses it.

Required element	Citation	Section
Energy control program: procedures, training and periodic inspections	29 CFR 1910.147(c)(1)	1. Purpose and Scope; 12. Program Review
Documented energy control procedures for each machine or equipment	29 CFR 1910.147(c)(4)(i)	4. Equipment-Specific Energy Control Procedures
Procedure content: scope, purpose, authorization, rules, shutdown, isolation, blocking, securing, verification	29 CFR 1910.147(c)(4)(ii)	4. Equipment-Specific Energy Control Procedures; 5. Applying Energy Control
Locks, tags and hardware provided by the employer, singularly identified and used only for energy control	29 CFR 1910.147(c)(5)	3. Locks, Tags and Hardware
Periodic inspection of each energy control procedure at least annually	29 CFR 1910.147(c)(6)(i)	11. Periodic Inspection
Training of authorized, affected and other employees	29 CFR 1910.147(c)(7)(i)	10. Training and Retraining
Notification of affected employees before and after application of controls	29 CFR 1910.147(c)(9)	5. Applying Energy Control; 6. Release from Lockout or Tagout
Release from lockout or tagout: equipment, employees, device removal	29 CFR 1910.147(e)	6. Release from Lockout or Tagout
Outside contractors and the host employer inform each other of their energy control procedures	29 CFR 1910.147(f)(2)(i)	8. Host Facilities and Outside Contractors
Group lockout or tagout procedures	29 CFR 1910.147(f)(3)(i)	7. Group Lockout and Shift Changes
Shift or personnel changes: continuity of lockout protection	29 CFR 1910.147(f)(4)	7. Group Lockout and Shift Changes
Construction: controls to be deactivated during work on energized or deenergized equipment or circuits are tagged	29 CFR 1926.417(a)	9. Construction Work: Deactivated Controls and Circuits