

that a lock needs to be removed and the authorized employee is unavailable, only the supervisor will be able to remove the lock if he has knowledge and has informed the authorized employee of the changes made.

No one should attempt to operate locked-out equipment.

Lockout devices (padlocks) with an appropriate lockout warning tag shall be used only for energy control. Each padlock will be keyed differently with no master key or duplicate keys available.

V. TRAINING

Each **authorized employee** will be trained 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.

Each **affected employee** shall be instructed in the purpose and use of the energy control procedure.

All **other employees** who do not work in areas where lockout may be used will be provided a brief overview of the lockout program.

Training in lockout will be given to all new employees as a part of their orientation.

VI. LOCKOUT PROCEDURES

1. Sequence of Lockout
 - i. Notify the shop supervisor

VII. PROGRAM INSPECTION AND REVIEW

At least annually, the PPS shop supervisors verify the effectiveness of the energy control