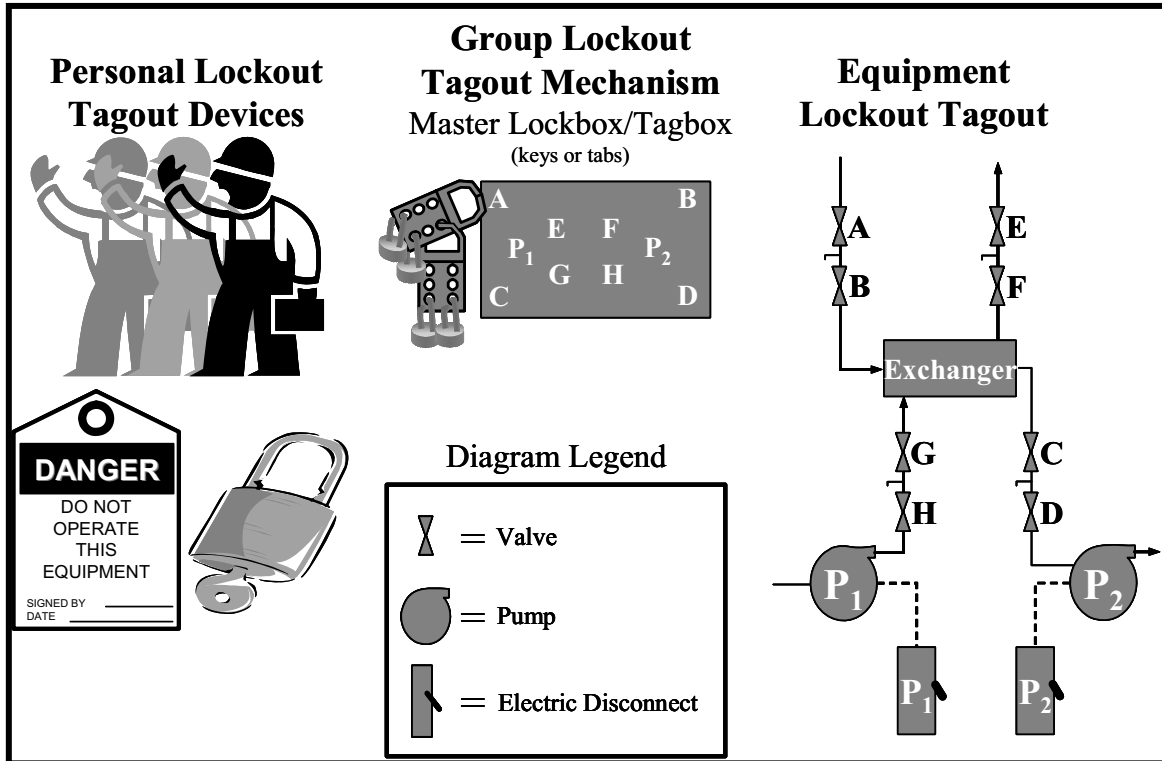


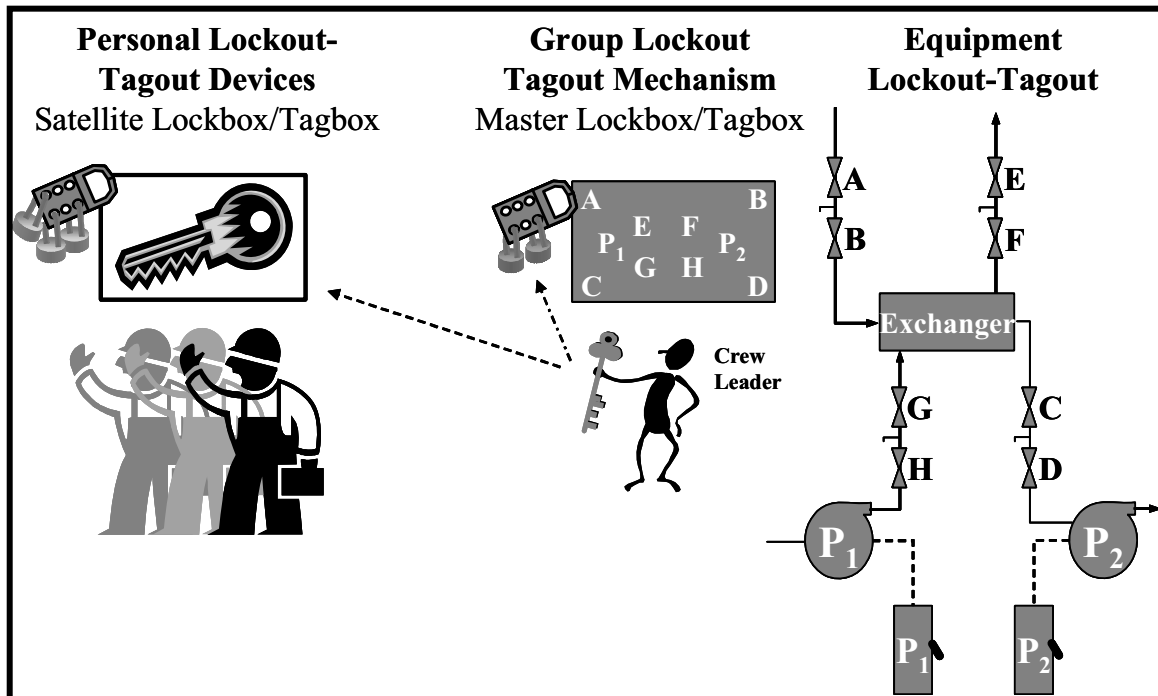
OSHA COMPLIANCE MANUAL

Master Lockbox/Tagbox – Type B. Under a lock-box procedure, a lock or job-tag with tab is placed on each energy isolation device after de-energization. The key(s) and/or removed tab(s) are then placed into a lock-box. Each authorized employee assigned to the job then affixes his/her personal lock or tag to the lock-box. As a member of a group, each assigned authorized employee verifies that all hazardous energy has been rendered safe. The LOTO devices cannot be removed or the energy isolating device turned on until each individual employee removes their personal lock or tag from the lockbox. Then each appropriate key or tab is matched to its lock or tag, and the machinery/equipment can be re-energized.



OSHA COMPLIANCE MANUAL

Satellite Lockbox/Tagbox –Type C. After each energy isolating device is locked/tagged out and the keys/tabs placed into a master lockbox, each servicing/maintenance group principal authorized employee places his personal lock or tag on the master lockbox. Then each principal authorized employee (Crew Leader) inserts his key into a satellite lockbox to which each authorized employee in that specific group affixes his personal lock or tag. Each authorized employee verifies that all hazardous energy has been rendered safe. Only after the servicing/maintenance functions of the specific subgroup have been concluded and the personal locks or tags of the respective employees within the group have been removed from the satellite lock-box can the principal authorized employee remove his key from the satellite box and remove his lock from the master lock-box.



Job Lock – Type D. During operations to be conducted over more than one shift (or even many days or weeks), a system incorporating a job lock might be used in order to ensure continuation of LOTO protection for employees during shift or personnel changes. First, a primary authorized employee secures the master lock-box/tag-box with a job-lock after all the keys/tag stubs (from the LOTO devices that were affixed to the equipment) are inside the lock-box/tag-box. This step is completed before subsequent locks are applied to the group LOTO mechanism by the various types of authorized employees as described in the above (Type A, B and C) procedures.

NOTE: A job-lock may have multiple keys if they are in the sole possession of the various primary authorized employees (one on each shift). Refer to Chapter 3, Section XV for additional information on LOTO continuity devices.

Thereafter, each authorized employee, through the established group LOTO procedures, affixes their personal lock/tag to a master or satellite (via a principal authorized employee) lock-box/tag-box system. After individual LOTO devices are affixed, each authorized employee then verifies that all hazardous energy has been rendered safe or the primary authorized employee (if designated to do so by the employer's energy control procedure) may verify isolation on behalf of a group of