



LOCKOUT/TAGOUT POLICY

All worksites, tools, equipment, machinery, and vehicles are to be kept in a condition that will maximize the safety of all personnel. In regard to ensuring that we are ALL protected from actual and potential hazards, E4 Homes Inc has developed and will maintain a lockout/tagout policy and safe work procedure for these applications.

All employees will use tools and equipment in the way they are intended and will receive training and instruction in their safe operation. Employees will participate and apply the training received. This will include training on the proper procedures to lockout/tagout potential energy sources and faulty/damaged tools and/or equipment.

- Lockout and tagging ensure that hazardous energy sources are under the control of the workers needing protection.
- Lockout often involves workers using a padlock to keep a switch in the “off” position, or to isolate the energy of moving parts.
- A lock is your personal lock that can only be opened with your key.
- Tagging is how you tell others that the device is locked out, who locked it out, and why.
- Forms of energy that you must lock out include electrical, mechanical, potential (stored energy, such as in suspended loads), hydraulic, pneumatic, thermal, and chemical.
- Any tool or equipment that is damaged or defective WILL NOT be used, be locked out, and will have a tag placed on it with the appropriate information necessary to identify damage and/or need for repair.

Employees must report all observed defects to their supervisor and the defective item must be taken out of service immediately, attaching a “lockout/tagout” that identifies the defect. All necessary repairs are to be conducted by qualified person.

To accomplish our lockout/tagout program goals, any repairs will be documented to identify possible needs or trends and consider solutions for these circumstances.

The supervisor shall be responsible for upholding our lockout/tagout policy and procedures in his/her area of responsibility

***Part 16 and 38 of the WSH Regulation lists the requirements for lockout. Our lockout/tagout procedure can be found in the safe work procedures section of our company safety and health manual.**