Standard Operating Procedures (SOP) for
Lockout-Tagout Procedures

1. PURPOSE: This procedure establishes the minimum requirements for the Lockout or Tagout of energy isolating devices.

2. SCOPE: It shall be used to ensure that the machinery/equipment are isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energizing, start up or release of stored energy could cause injury to employees.

3. RESPONSIBILITY:
   a. The Natural Resource Management Supervisors: Review procedures with Natural Resource Management Staff to ensure understanding and compliance during safety briefings.
   b. The Natural Resource Management Staff: Execute Lockout/Tagout Procedures in accordance with SOP.
   c. Failure to comply with this SOP may result in disciplinary action.

4. PROCEDURES: It shall be a condition of employment at the Oahu Army Natural Resource Program that the following sequence be followed.
   a. All equipment and supplies that do not meet safety standards (i.e. Frayed ropes, malfunctioning chainsaws) will be visibly tagged with a do not operate/use tag. The person(s) initiating the tag-out shall notify the affected employees of the equipment to be tagged out. Please be specific in what is wrong with equipment. Mark also your name and date locked out and notify your supervisor of the defective equipment.
   b. Servicing of this equipment will be coordinated by the staff tasked with this maintenance area (i.e. power-tool maintenance or helicopter gear maintenance).
   c. Any equipment that is unserviceable shall be destroyed if appropriate (for ropes or straps) or turned into the appropriate hand-receipt holder to retire.
   d. The tag-out tag will be removed only if it is deemed safe to use.