

Paramount



Lockout/Tagout Program

**Paramount Media Networks
2023 Update**

Paramount



1910.147

**The Control of Hazardous Energy
(Lockout/Tagout)**

The following lockout/tagout program is provided as a guide to assist Paramount Media Networks productions and locations in complying with the requirements of 29 CFR 1910.147, as well as to provide other helpful information. It is not intended to supersede the requirements of the standard.



Control of Hazardous Energy (Lockout/Tagout) Program

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Paramount Media Networks
Lockout/Tagout Program

I. OBJECTIVE

The objective of this program is to establish a means of positive control to prevent the accidental starting or activating of machinery/equipment or systems while they are being repaired, cleaned and/or serviced. This program is intended to:

- A. Establish a safe and positive means of shutting down machinery, equipment and systems.
- B. Prohibit unauthorized personnel or remote control systems from starting machinery/equipment while it is being repaired or serviced.
- C. Provide a secondary control system (tagout) when it is impractical to positively lockout the machinery/equipment or system.
- D. Establish responsibility for implementing and controlling lockout/tagout procedures.
- E. Ensure that only approved locks, standardized tags and fastening devices provided by the company will be utilized in the lockout/tagout procedures.

II. ASSIGNMENT OF RESPONSIBILITY

- A. **Responsible Person** will be responsible for implementing the lockout/tagout program at the location. Unless otherwise specified, the ***Responsible Person*** is the Safety Program Director for the production or location.
- B. **Responsible Person** is responsible enforcing the program and for monitoring the compliance of this procedure and will conduct the annual inspection and certification of the **Authorized Employees**. The ***Responsible Person*** may delegate this responsibility.
- C. **Authorized Employees** are those employees who use energized equipment/machinery and have been trained in this Lockout/Tagout Program. For each production or location, all employees whose job responsibilities include working with energized equipment/machinery shall be designated as ***Authorized Employees***.
- D. **Affected employees** (all other employees in the facility other than Responsible Persons and Authorized Employees) are responsible for ensuring they do not attempt to restart or re-energize equipment/machinery that have been locked out or tagged out.



III. PROCEDURES

The subsequent items are to be followed to ensure both compliance with the OSHA Control of Hazardous Energy Standard and the safety of our employees.

A. Preparation for Lockout or Tagout

The **Authorized Employees** have been trained on the different energy sources and the proper sequence of shutting off, disconnecting or de-energizing each energy source. The four types of energy sources typically encountered are:

1. Electrical (most common form);
2. Hydraulic or Pneumatic;
3. Fluids and Gases; and
4. Mechanical (including gravity).

Some equipment may have more than one energy source or type of energy source and the proper procedure must be followed in order to identify multiple energy sources and lockout/tagout accordingly. All energized equipment/machinery present at the production or location will be subject to the requirements of this Lockout/Tagout Program general procedures to be followed at the production or location for completing lockout/tagout of each type of energy source are presented below. If any machinery/equipment at the production or location requires more specific procedure information than the general requirements listed below, the specific procedure for the machinery/equipment is detailed in **Appendix A**.

B. Electrical

1. Shut off power at machine and disconnect. For equipment/machinery with an individual cord and plug, power will generally be disconnected when the equipment/machinery cord has been unplugged. For battery powered equipment/machinery, power will generally be disconnected when the battery is removed.
2. Disconnecting means must be locked or tagged. For equipment/machinery with an individual cord and plug, a tag should be placed at the plug, indicating that the equipment/machinery has been tagged out. For battery powered equipment/machinery, a tag should be attached at the battery location indicating that the equipment/machinery has been tagged out.
3. Press start button to check that correct systems are locked out, i.e., the machine does not start.
4. All controls must be returned to their safest position.
5. Points to remember:



- a. If a machine or piece of equipment contains capacitors, they must be drained of any stored energy.
- b. In addition to power cords and batteries, possible disconnecting means include power panels (look for primary and secondary voltage), breakers, the operator's station, motor circuit, relays, limit switches, and electrical interlocks.
- c. Some equipment may have both a motor isolating shut-off and a control isolating shut-off.

C. Hydraulic/Pneumatic

1. Shut off all energy sources (pumps and compressors). If the pumps and compressors supply energy to more than one piece of equipment, lockout or tagout the valve supplying energy to the piece of equipment being repaired or serviced.
2. Stored pressure from hydraulic/pneumatic lines shall be drained/bled when release of stored energy could cause injury to employees.
3. Make sure controls are returned to their safest position (off, stop, standby, inch, jog, etc.).

D. Fluids and Gases

1. Identify the type of fluid or gas and the necessary personal protective equipment.
2. Close valves to prevent flow, and lockout/tagout.
3. Determine the isolating device, then close and lockout/tagout.
4. Drain and bleed lines to zero energy state.
5. Some systems may have electrically controlled valves. If so, they must be shut off the electrical power disabled and locked/tagged out.
6. Check for zero energy state at the equipment.

E. Mechanical Energy

Mechanical energy includes gravity activation, energy stored in springs, etc.

1. Block out or use die ram safety chain.
2. Lockout or tagout safety device.
3. Shut off, lockout or tagout any associated electrical system.
4. Check for zero energy state.
5. Return controls to safest position.



F. Release from Lockout/Tagout

1. Inspection: Make certain the work is completed and inventory the tools and equipment that were used to ensure that all tools and equipment are accounted for.
2. Clean-up: Remove all towels, rags, work-aids, etc.
3. Replace guards: Replace all guards possible. Sometimes a particular guard may have to be left off until the start sequence is over due to possible adjustments. However, all other guards should be put back into place.
4. Check controls: All controls should be in their safest position.
5. The work area must be checked to ensure that all employees have been safely positioned or removed and notified that the lockout/tagout devices are being removed.
6. Remove locks/tags. Remove only your lock or tag.

G. Service or Maintenance Involving More than One Person

Most servicing and maintenance at the location or production will be by a single **Authorized Employee**. If servicing and/or maintenance is performed by more than one person, each **Authorized Employee** shall place his own lock or tag on the energy isolating source.

H. Removal of an Authorized Employee's Lockout/Tagout by the Company

To comply with 1910.147(e)(3), the following procedure is to be utilized. Emergency procedures for the production or location for removing lockout/tagout are as follows:

1. Verification by a **Responsible Person**, or his/her designee at the production or location that the **Authorized Employee** who applied the device is not in the facility.
2. Make reasonable efforts to advise the **Authorized Employee** that his/her device has been removed. (This can be done when he/she returns to the facility).
3. Ensure that the **Authorized Employee** has this knowledge before he/she resumes work at the facility.

I. Shift or Personnel Changes

Paramount Media Networks productions and locations generally operate only one shift per day. As such, no shift or personnel changes impacting locked out or tagged out equipment is anticipated. If a production or location does operate multiple shifts, written procedures will be developed for that production or location based on specific needs and capabilities.



Each procedure must specify how the continuity of lockout or tagout protection will be ensured at all times. See 1910.147(e)(4).

J. Procedures for Outside Personnel/Contractors

Outside personnel/contractors shall be advised that the use of lockout/tagout procedures is in place. They will be informed of the use of locks and tags and notified about the prohibition of attempts to restart or re-energize machines or equipment that are locked out or tagged out.

The company will obtain information from the outside personnel/contractor who may service or maintain any equipment/machinery about their lockout/tagout procedures and advise affected employees of this information.

K. Training and Communication

Each **Authorized Employee** who will be utilizing the lockout/tagout procedure will be trained in the recognition of applicable hazardous energy sources, type and magnitude of energy available in the workplace, and the methods and means necessary for energy isolation and control.

Each **Affected Employee** (all employees other than **Authorized Employees** utilizing the lockout/tagout procedure) shall be instructed in the purpose and use of the lockout/tagout procedure, and the prohibition of attempts to restart or re-energize machinery/equipment have been locked out or tagged out.

Training will be certified using **Appendix B (Authorized Employees)**. The certifications will be retained by the production or location and a copy sent to the Paramount Media Networks Production Safety Department.

L. Periodic Inspection

A periodic inspection/review (at least annually) will be conducted of each **Authorized Employee** under the lockout/tagout procedure. This inspection/review shall be performed by the Safety Program Director, or his/her designee. The inspection will include a review between the inspector and the **Authorized Employees** of that employee's responsibilities under the energy control (lockout/tagout) procedure. The Safety Program Director or his/her designee shall certify in writing that the inspection has been performed. The written certification (**Appendix C**) shall be retained by the production or location and a copy sent to the Paramount Media Networks Production Safety Department..



APPENDIX A

[INSERT NAME OF PRODUCTION OR LOCATION] MACHINERY/EQUIPMENT WITH SPECIFIC LOCKOUT/TAGOUT PROCEDURES¹

Preparation for Shut Down

1. Identify equipment/machinery to be shut down: _____
2. Location in facility/operation: _____
3. Procedures to notify all **affected employees**: _____

4. Identify **all** power sources:
 - a) Electrical: _____
 - b) Air: _____
 - c) Steam: _____
 - d) Hydraulic: _____
 - e) Gravity: _____
 - f) Other: _____
5. Identify lockout/tagout devices to be used: _____

Shut Down

Description of the shut down procedures: _____

¹ NOTE: A separate Appendix A should be completed for each piece of machinery/equipment with a specific lockout/tagout procedure. A specific lockout/tagout procedure is required for machinery/equipment that is not adequately covered by the general lockout/tagout procedures included in Section III.



Isolation

Procedures for isolation of equipment from **all** power sources: _____

Lockout/Tagout Device Application

Procedure for locking out or tagging out equipment: _____

Release of Stored Energy

Procedures for the release of stored energy (where applicable): _____

Verification of Isolation

Procedures to ensure that equipment is isolated from **all** power sources: _____

Start-Up

1. Visual inspection of the machinery/equipment. Ensure all tools have been removed. Return guards to place.
2. Notify all **affected employees** and **other** employees of the start up.
3. Remove all lockout/tagout devices and restore power.



APPENDIX B

[INSERT NAME OF PRODUCTION OR LOCATION]

CERTIFICATION OF AUTHORIZED EMPLOYEE TRAINING

I certify that the following **Authorized Employees** have successfully completed training in the [INSERT NAME OF PRODUCTION OR LOCATION] Lockout/Tagout Program. By his/her signature, each **Authorized Employee** further certifies that he/she understands the procedures and will abide by those procedures.

_____ Name of Trainer/Responsible Employee	_____ Signature
_____ AUTHORIZED EMPLOYEE NAME	_____ JOB TITLE
_____ AUTHORIZED EMPLOYEE SIGNATURE	_____ DATE
_____ AUTHORIZED EMPLOYEE NAME	_____ JOB TITLE
_____ AUTHORIZED EMPLOYEE SIGNATURE	_____ DATE
_____ AUTHORIZED EMPLOYEE NAME	_____ JOB TITLE
_____ AUTHORIZED EMPLOYEE SIGNATURE	_____ DATE



APPENDIX C

[INSERT NAME OF PRODUCTION OR LOCATION] CERTIFICATION OF ANNUAL INSPECTION OF AUTHORIZED EMPLOYEES

I certify that the following **Authorized Employees** have successfully completed their annual inspection in the [INSERT NAME OF PRODUCTION OR LOCATION] Lockout/Tagout Program.

Name of Trainer/Responsible Employee		Signature
AUTHORIZED EMPLOYEE NAME	JOB TITLE	DATE
AUTHORIZED EMPLOYEE NAME	JOB TITLE	DATE
AUTHORIZED EMPLOYEE NAME	JOB TITLE	DATE
AUTHORIZED EMPLOYEE NAME	JOB TITLE	DATE
AUTHORIZED EMPLOYEE NAME	JOB TITLE	DATE
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