



Lusail Real Estate Development Company

Health, Safety, Security, Environment, Logistics & Quality Department

Lusail Construction Safety Procedural Forms/Checklists – Sample Project Lockout/Tagout Plan

Document No LUS-HSE-FM4-446-045.01 Rev 1
Uncontrolled Copy Controlled Copy Date 01-Apr-2015

COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative. Master copy of this document will be maintained by the LREDC QA/QC Manager. Not controlled if printed.



Sample Project Lockout/Tagout Plan Instructions

The following sample program is to be used by the Contractor as a format to develop, establish, and implement site-specific LOTO requirements and rules. We encourage the Contractor to copy, expand, and modify the sample to customize it to the workplace. The plan must be in accordance with all Qatari Law regulations as well as LUS-HSE-WG3-446-023.00, Lockout/Tagout (LOTO).

Lusail Project:

Project Location:

Project Start Date:

A. Company Policy

_____ is committed to the prevention of exposures that result in injury and/or illness, and to comply with all applicable state health and safety rules.

All work units of _____ will participate in the Lockout/Tagout (LOTO) Plan. This written plan will be available in _____ for review by any interested employee.

_____ is responsible for maintaining the program.

_____ is responsible for conducting weekly inspections.

B. LOTO Requests

Submit a LOTO request form to the Superintendent when work must be performed on electrical, hydraulic, steam, high pressure water, chemical, or any other system where failure to control the potential energy could cause injury, death or equipment damage.

(Describe where to obtain Request Forms.)

Request forms must identify potential energy hazards and establish the procedures necessary to protect employees from injury caused by the unexpected energization, startup, or release of stored energy during service or maintenance.

The Superintendent must approve LOTO requests before work begins.

C. Lockout/Tagout Log

_____ is responsible for maintaining the LOTO log, which includes summaries of all approved LOTO requests.

D. Access to Lockout Locks

Generally, locks are located in the jobsite office in a lockbox. The lockbox must remain locked at all times except when issuing locks and logging that issue. Keys must remain in locks until the time of issue. After the lock is issued, the key for the lock shall remain in the possession of the person placing the lock.

(Describe location of lockbox, name of person issuing locks, name of person in possession of locks.)

E. Identifying Locks/Tags

(Describe locks and tags used on project.)

F. Subcontractor/Group LOTO

(Include group LOTO procedure to provide for when equipment or machinery maintenance or servicing is provided by a group.)

1. The superintendent has the primary responsibility for all employees working under the protection of a group LOTO. The superintendent ensures that the protection of each employee in a group LOTO is equal to or better than that of individual LOTO.
2. When more than one crew is involved, the responsibility of the overall job-associated lockout or tagout control is assigned to _____, who is designated to coordinate affected work forces and ensure continuity of protection.
3. Each authorized employee affixes a personal LOTO device to the group lockbox when he begins work and removes the device when he stops working on the machine or equipment being serviced or maintained.
4. The keys to the locks are placed in _____ lockbox, which is locked by _____ (the crew or group using a group lockout device).

G. Employee Information and Training

_____ is responsible for the employer/employee training plan.

Employees will be informed and trained as follows:

(Include the methods used for general and job-specific training.)

_____ ensures that before starting work, each new employee of _____ attends a health and safety orientation.

H. LOTO Procedures for Specific Equipment

(Include a reference to the procedures for LOTO of specific equipment or for specific jobs or tasks. Describe where LOTO Procedures can be found.)

Job	Equipment	Procedure No.

Use the LOTO procedures to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before any employee begins work.

I. Compliance with this Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout.

Authorized employees must perform lockout as described in this procedure.

No employee will attempt to start, energize or use any machine or equipment that is locked out.

Failure to comply with this procedure will result in the following action:

[List the actions that will be taken if employees violate the procedure.]