LAMPTON-LOVE, INC

P. O. BOX 1607 • JACKSON, MISSISSIPPI 39215-1607
2950 Layfair Drive • Flowood, Mississippi 39232-8822
(601) 933-3400 • Fax (601) 933-3420

Date: April 16, 2026

To: All Branch Managers

From: Kelly Meeks
Safety Director

Subject: Branch Office Monthly Safety Meeting – April 2026

Company policy requires that each branch office hold a minimum of one safety meeting each month with the documentation of the material covered and the attendance being recorded on the "Monthly Safety Meeting Minutes and Attendance Record" (see attached form). **Please detach the Monthly Safety Meeting Minutes and Attendance Record, fill it out and e-mail a copy to Lynn Mathis or LLSafety@lamptonlove.com.** *Please keep the original for your records.*

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records are to be sent in.

To assist you in complying with this requirement, the following subjects are for your Monthly Safety Meeting, for the month of April 2026. You may add topics, but please document the following topics:

Lock Out Tag Out

It is recommended that you thoroughly read this material prior to your meeting.

It is strongly recommended that you use the 3-ring binder to store the last 12 months of the Safety Meeting Minutes and Attendance Record Form!!! This material should be referred to or used to train new employees from the website. This manual should be kept in an area of the office that is easily accessible to all employees.

PROPANE
EXCEPTIONAL ENERGY **Be Smart…Be Safe and Be Courteous!!!**

April 2026 Monthly Safety Meeting

The following pages consist of your Lock Out Tag Out Manual; if you still have it.

Within the review of this material there should be hands on training with the required equipment.

If you do not have the proper equipment, contact Kelly Meeks or Nathan Pittman as soon as possible.

LOCKOUT/TAGOUT

WRITTEN PROCEDURE

OSHA 29 CFR 1910

I. PURPOSE

This procedure establishes requirements for the lockout and tagout of energy sources. It should be used to ensure that the machine or piece of equipment is isolated from all potentially hazardous energy and locked out and/or tagged out, and freed of all residual or accumulated energy before employees perform any servicing or maintenance activities where the unexpected energizing, start-up or release of stored energy could cause injury.

Appropriate employees shall be instructed in the safety significance of the lockout (or tagout) procedures, as well as how to use those procedures, by

_____

(Insert name of person and position)

II. PREPARATION FOR LOCKOUT OR TAGOUT

Identify all affected employees that may be involved in the impending lockout and/or tagout.

III. LOCKOUT OR TAGOUT SYSTEM PROCEDURE

1. Authorized employees will notify all affected employees that a lockout/tagout system is going to be utilized and the reason for the lockout/tagout. The authorized employee must know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards involved.
2. Shut down the equipment by normal stopping procedures. Attempt to operate the equipment to be sure it is off.
3. Operate the switch, valve, or other energy isolating devices so that the equipment is isolated from its energy source. Stored energy must be released or restrained by methods such as repositioning, blocking, bleeding down, etc.

4. Lockout and/or tagout the energy isolating devices with assigned individual locks or tags.

5. After ensuring that no personnel are exposed, and as a check on having disconnected the energy source, operate the pushbutton or other normal operating controls to make certain the equipment will not operate.

CAUTION: Return operating control to "neutral" or "off" position after the test. The equipment is now locked out and/or tagged out.

IV. RESTORING EQUIPMENT TO NORMAL PRODUCTION OPERATION

1. After servicing and/or maintenance is complete and equipment is ready for normal production operation, check the area to ensure that no one is exposed.
2. Ensure that all tools have been removed from the equipment and that all guards have been reinstalled.
3. Remove lockout/tagout devices and operate the energy isolating devices to restore energy to the machine or equipment.

V. TRAINING

Training will be provided on lockout/tagout procedures by

_____

(Insert name of person and position.)

Prior to initial involvement in lockout/tagout procedures, authorized employees will be trained in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

At the time of hiring, affected employees will be instructed in the purpose and use of the energy control procedure.

Retraining will be provided annually, plus whenever there is a change in job assignment, a change in equipment or processes that would create a new hazard or whenever a change would occur in this company's Hazardous Energy Control Procedures.

A list of employees trained and dates of their training will be maintained by

_____

(Insert name of person and position.)

VI. ANNUAL INSPECTION

Each year a review of the Lockout/Tagout Program and Procedures will be conducted by a person other than those utilizing the energy control procedures.

_____

(Name of person and position who will conduct annual review.)

VII. GROUP LOCKOUT/TAGOUT PROCEDURES

This procedure will be reviewed with all personnel authorized by the group lockout/tagout prior to implementation of any job.

One authorized employee will coordinate the lockout/tagout procedure for all group lockout/tagouts.

Each employee will affix his or her lock or tag to the equipment being serviced or having maintenance performed.

No employee will be allowed to remove another employee's lock or tag.

Each employee will remove their lock or tag when their part of the operation is completed.

When servicing or maintenance will involve more than one shift, the off-going shift will remove their locks and/or tags as the oncoming shift applies their lock and/or tags.

When equipment has room for only one lock, the coordinator of the procedure will place the lock on the equipment and place the key in a cabinet or box and each employee will affix their lock to the cabinet or box.

VIII. OUTSIDE SERVICE OR CONTRACTOR PERSONNEL

Outside personnel or contractors that may be affected by the lockout/tagout procedures must submit their energy control procedures to

_____

(Insert name of person and position.)

Affected employees of this company will be trained and notified of the proper procedures by

_____

(Insert name of person and position.)

A. Energy Sources

The following energy sources can cause injury or death if not properly locked out and/or tagged out.

1.

2.

3.

4.

5.

B. Names/Job Titles of Employees Authorized to Lockout/Tagout

_____

_____

_____

_____

C. Procedures

Prior to working on the equipment, the following procedures will be implemented:

1. Guidelines in the Lockout/Tagout Written Program will be followed. A copy of this program is located in

_____

(*job title of person responsible for maintaining the Lockout/Tagout Written Program*) for your review.

2. Participation in the Lockout/Tagout Program is limited to employees and managers who have been trained in lockout/tagout procedures.

3. All energy sources will be identified, isolated and locked out.

4. After placing lockout/tagout devices in position, it must be verified that all residual and stored energy has been removed from the equipment. Once this has been established, the equipment must be tested to verify that all energy sources have been isolated and cannot be activated during work on it.

D. Lockout/Tagout Checklist

The following checklist will be used by the individual locking out or tagging out the energy sources:

1. Management will be consulted any time there is any doubt as to the energy source or the method of lockout or tagout.

2. All affected employees in the work area will be notified.

3. The lock(s) used shall be issued to the authorized employee and shall have his/her name on them.

4. The lockout key will be retained by the individual servicing the unit.

5. Tagging out shall consist of signing and dating the tag. The tag must be secured so it withstands a 50-pound pull.

6. Only after all work is complete and the area is clear will energy be restored.

7. Affected employees will be advised before the energy sources are activated again.

8. If the individual who originally installed the lock and/or tag is not available, every effort will be made to notify him or her before energy is restored. If the lock

and/or tag are removed without his or her knowledge, the individual will be advised before returning to the specific job.

9. When contractors or other outside workers are performing service or maintenance, lockout/tagout information should be exchanged with them.

10. During shift, crew or departmental changes, the authorized employee in the original shift should meet with the authorized employee in the next shift and review the work that is being performed and the location of all lockout/tagout devices. The following shift will lock out and tag out immediately after the original shift's locks and tags are removed.

LOCKOUT/TAGOUT

GENERAL INFORMATION

OSHA 29 CFR 1910.147

Introduction

OSHA's standard on the control of hazardous energy (lockout/tagout) applies to the servicing and maintenance of machines and equipment when the unexpected energization or start-up of the equipment, or the release of stored energy, could cause injury to employees. Lockout/tagout uses locks or warning tags on the equipment's energy isolating devices to give the employee doing the servicing or maintenance work control over keeping the machinery de-energized.

Since an ineffective, or lacking, lockout/tagout program can lead to serious injuries and deaths, and because the topic is clearly on OSHA's radar screen, make sure your employees have the key to safety.

Objectives of Lockout/Tagout Training

The Lockout/Tagout standard outlines the training requirements, but OSHA leaves it up to the employer to fill in the details of an effective training program.

Since some employees are more involved in lockout/tagout procedures than others, the training objectives for each type of employee are different.

Authorized employees physically lock or tag out machines to do repair, service or maintenance work. Since it's part of their job, they must be able to demonstrate proper lockout/tagout procedures; but training also helps them develop an understanding of the need for, and importance of, the lockout/tagout program.

After training, **authorized** employees should be able to:

- Explain the difference in responsibilities between authorized employees and affected employees;
- Recognize the sources of hazardous energy in the workplace; and
- Demonstrate proper lockout/tagout procedures.

Affected employees either operate equipment that can be locked or tagged out or work in an area where lockout/tagout is used. Even though they do not apply locks or tags, affected employees should be able to explain the purpose for, and the use of, lockout/tagout procedures. After training, affected employees should be able to:

- Explain the difference in responsibilities between authorized employees and affected employees; and
- Explain why a lockout/tagout program is used.

Other employees whose work operations are or may be in an area where energy control procedures may be used should be able to explain why it's not allowed to try to restart or re-energize machines or equipment that are locked or tagged out.

Regardless of their roles in the lockout/tagout program, all employees should be able to:

- Recognize lockout/tagout devices;
- Know that they are not to tamper with them; and
- Explain the limitations of using tagout.

KEY LOCKOUT/TAGOUT PROVISIONS

1. Training: Each worker involved and affected by these processes shall be trained initially and periodically. Employer shall certify that training has been accomplished and updated.

2. Program: The employer shall establish a program in writing and utilize procedures for affixing appropriate lockout or tagout devices, and to otherwise disable machinery or equipment.

3. Substantial: Lockout/tagout devices shall be substantial enough to prevent removal without the use of excessive force, tools, or accidental removal.

4. Identifiable: Lockout/tagout devices shall be identifiable to the employee applying the devices and warn against the hazardous conditions if the machine or equipment is energized.

5. Periodic Inspection: The employer shall conduct periodic inspections of the energy control procedure at least annually; by authorized employees other than the ones utilizing the procedure being inspected, to ensure that the procedure and the requirements of this standard are being followed. The periodic inspection shall be designed to correct any deviation or inadequacies observed.

6. Energy isolation: Energy isolation shall be performed only by authorized employees.

7. Notification: Affected employees shall be notified by the employer or authorized employees of the application and removal of lockout/tagout devices.

8. Application of control: The established procedure for the application of energy control shall cover the sequence for machine or equipment shutdown, isolation, and manner in which the lockout/tagout device is affixed or used, and verification of isolation.

LOCKOUT/TAGOUT

TRAINING INFORMATION

OSHA 29 CFR 1910.147

LOCKOUT/TAGOUT: YOUR KEY TO SAFETY

When equipment is running for normal production, machine guards keep people safe. Something else is needed to prevent injuries when the guards are removed during machine repairs and servicing.

A mechanic can be seriously injured, or killed, if a machine starts up unexpectedly while he's working inside of the equipment.

OSHA's standard on the control of hazardous energy is commonly called the Lockout/Tagout standard. In general, as the name implies, the employee doing the repaired applies padlocks or warning tags to the machine's energy supplies to make sure the machine stays off.

> **Certain detailed procedures have to be followed, in the right order, for lockout/tagout to be effective.**

This training program explains the requirements of OSHA's Lockout/Tagout standard. The rule itself is found in section 1910.147 of the OSHA standards.

When the people who do equipment repair, servicing and maintenance work use locks to control the flow of energy to the machine, these workers literally hold the key to safety.

Lockout/Tagout Basics

To really understand lockout/tagout, you need to know more about when and how it's used.

When does the standard apply?

Lockout/tagout is needed to control the machine's energy supplies during normal production operations if a worker has to:

- Remove or bypass a machine guard or other safety device;
- Place any part of his or her body into a point of operation (where the machine processes materials); or
- Place any part of his or her body into any other danger zone associated with the machine.

Lockout/tagout is always needed during machine servicing and maintenance. Servicing and maintenance activities include construction, installing, setting up, adjusting, inspecting, and modifying machines or equipment. Examples include lubricating, cleaning, or un-jamming machines or equipment and making adjustments or tool changes.

The standard does not apply to cord and plug connected electric equipment when unplugging the equipment controls the hazards. In this case, the plug has to under the exclusive control of the employee who is doing the service or maintenance work.

What kinds of energy does lockout/tagout control?

Lockout/tagout is used to shut down a machine so it's at a "zero energy state" – no energy is available to run the machine. Lockout/tagout is used to control any source of:

- Electrical;
- Mechanical;
- Hydraulic;
- Pneumatic;
- Chemical;
- Thermal; or
- Other energy.

Stored or residual energy must be relieved, disconnected, restrained and otherwise made safe. For example, a compressed air line can hold pressure even after you turn the valves to shut off the air supply. To bring the air line to a zero energy state, open the line and relieve the pressure.

Even something as simple as waiting for equipment to cool off to a safe temperature is a way to relieve stored energy.

What else is part of the program?

It isn't enough to just have lockout/tagout equipment available in the workplace. The OSHA standard requires employers to have an energy control program that includes:

- Energy control procedures;
- Employee training; and
- Periodic inspection

Employee Responsibilities

Lockout/tagout is done for personal protection. Know your responsibilities.

Authorized employees

So far we've hinted that mechanics use lockout/tagout procedures. Actually, OSHA calls the person who locks out or tags out machines or equipment to do servicing or maintenance work an "authorized employee". Authorized employees have a huge stake in making sure lockout/tagout procedures are followed correctly: They are the ones most at risk of injury.

- Recognize the sources of hazardous energy in the workplace;
- Know the types of, and amounts of, hazardous energy available in the workplace;
- Demonstrate proper lockout/tagout procedures; and
- Explain the limitations of using a tagout system alone.

Authorized employees may not always work alone. Lockout/tagout procedures need to be modified to allow for shift changes, group lockout, or outside contractors coming into the facility to do repairs.

Affected employees

If you operate a machine that's being locked or tagged out, or if you work in an area where lockout/tagout is being used, you're affected by the lockout/tagout procedures. OSHA calls you an "affected employee".

Affected employees must know:

- The purpose and use of the lockout/tagout procedures; and
- The limitations of using a tagout system alone.

You should also know the differences between an authorized employee and an affected employee. An affected employee becomes an authorized employee when his or her duties include performing covered service or maintenance work. For example, a machine you're operating might become jammed with material, or it may need to have a part replaced. You should be able to recognize situations that require lockout/tagout. As an affected employee, you're limited to shutting down the equipment, calling for repairs and staying clear of the machine. In order for you to actually do the repairs, you need to have the proper training and equipment – you need to be an authorized employee.

Affected employees must know when a lockout/tagout procedure is taking place. Affected employees have to be notified before lockout/tagout devices are applied and after they are removed. If you're an affected employee, don't try to help with the repairs; during lockout/tagout, stay clear of the machine.

Other employees

The workplace is not made up of mechanics and machine operators. Sometimes people need to spend time in the production area to deliver supplies, ask questions, etc. Sometimes lockout/tagout procedures might be used in these areas. Other employees whose work operations are or may be in an area where energy control procedures may be used need basic instruction in lockout/tagout procedures. They must know that they are not allowed to try to restart or re-energize machine or equipment that are locked or tagged out. They also need to know the limitations of using a tagout system alone.

Employees have initial training on lockout/tagout before they're exposed to the hazards.

Authorized and affected employees need refresher training when there is a change in:

- **Their job assignments;**
- **Lockout/tagout procedures; or**
- **Machines, equipment or processes that present a new hazard.**

Additional training may be needed if an employee is not following the procedures or does not understand them.

Lockout/Tagout Procedures

There is no one, single lockout procedure that applies to all equipment. The basic steps of a lockout/tagout procedure are the same, but each different type of machine in the workplace has a different detailed lockout/tagout procedure.

Documented energy control (lockout/tagout) procedures must clearly:

- Identify the machines or equipment to which they apply;
- Outline the intended use of the procedures;
- Indicate specific steps to lock out or tag our the machine or equipment;
- Include rules and authorizations for using the procedures; and
- Have an explanation of how compliance will be enforced.

Some types of machines don't need to have their lockout/tagout procedures in writing. Generally these are machines with a single, easy-to-identify energy isolating device and no potential for stored energy. Lockout/tagout is still required for this equipment; it's just not required to have the procedure in writing.

Where are the locks or tags applied?

When you use lockout/tagout, the machine stays off when a co-worker flips a switch at the control panel. This is because you shut off the machine's energy supply at what is called an "energy isolating device", and you place a padlock on the device to keep it in a safe or "off" position. All of the power to the machine is cut off, and the controls of the machine's control panel do not start up the equipment.

An energy isolating device is a mechanical device that physically prevents the transmission or release of energy. These devices include (but are not limited to) the following:

- A manually operated electrical circuit breaker;
- An electrical disconnect switch;
- A line valve;
- A block; and
- Any similar device used to block or isolate energy.

What's the difference between lockout and tagout?

Lockout provides the best protection. With lockout, the energy isolating device is locked in a safe or "off" position. In addition to the lock, sturdy items like valve covers or circuit breaker covers can be used to help achieve lockout. Pipes can be locked out by using blank flanges and bolted slip blinds to stop the flow of material through the pipe. OSHA calls the locks and these other items "lockout devices".

> **Since 1990, machines or equipment that are replaced or that undergo major repair, renovation or modification have to be designed to accept a lockout device In general, if you can use a lockout device on the machine or equipment, use lockout procedures. However, some older equipment may not be able to accept a lockout device. In this case, a tagout system is used.**

Tagout uses a warning tag that is securely fastened to an energy isolating device using a non-reusable nylon cable tie (or equivalent). To provide full employee protection when you have to use a tagout system, take additional safety measures such as removing a circuit element, blocking a control switch, opening an extra disconnecting device or removing a valve handle, to reduce the chance of the equipment being energized.

All employees need to be aware of the limitations of tags when a tagout system is used:

- Tags are warning devices. They do not provide the same physical control as a lock.
- Tags must not be bypassed or ignored.
- Tags can only be removed by the authorized employee who applied them.
- Tags must be legible.
- Tags must be understandable by all employees in the area.
- Tags must hold up under the conditions of use.
- Tags may evoke a false sense of security.

Applying Lockout/Tagout

Follow these six basic steps, in the correct order, to apply lockout-tagout.

1. **Prepare for shutdown**

The authorized employee must know the type and magnitude of the energy and its hazards. The authorized employee must know how to control the energy.

2. **Shutdown**

The machine or equipment must be turned off following orderly, established procedures.

Before lockout/tagout devices can be applied, either the employer or the authorized employee must notify the affected employees.

3. **Isolating equipment**

The authorized employee isolates the machine from its energy sources by physically locating and operating the energy isolating devices (disconnect switches, circuit breakers, valves, etc).

4. **Applying lockout/tagout devices**

The authorized employee applies lockout/tagout devices to each of the machine's energy isolating devices.

5. **Releasing stored energy**

Any potentially hazardous stored or residual energy must be released, relieved, disconnected or restrained. The authorized employee can do this by:

- Bleeding off pressure;
- Blocking elevated parts in place;
- Draining lines;
- Letting equipment cool;
- Discharging capacitors;
- Other methods specified in the lockout/tagout procedures.

6. **Verification**

During this last, crucial step the authorized employee may operate the switches and dials on the machine's control panel to verify that the equipment doesn't start (and then return the controls to their "off" positions). The verification process could also involve reading pressure or temperature gauges and using test equipment.

Now that the machine is in a "zero energy state," the authorized employee can safely start the repair or maintenance work.

Shift changes

Sometimes service or repair work needs to continue during the next shift, or another employee takes over for a mechanic who is called away to another job. Lockout/tagout needs to continue even though the people working on the project have changed.

Remember that the employee who applied the lockout/tagout device is the employee who must remove it. And, the authorized employee who is working on the machine must be the same person who applied the lockout/tagout device. An authorized employee is not allowed to merely give the key for his lock to his replacement.

A good way to continue lockout/tagout during personnel changes is for the on-coming worker to apply this lockout/tagout device before the off-going employee removes his. This can be easily accomplished if the first authorized employee initially applied his lock using a multi-lock hasp on the machine's energy isolating device. These hasps typically hold up to six locks, so it's easy for the on-coming employee to add his lock to the hasp before the off-going employee removes his lock. In this procedure, there is always a lock on the energy isolating device while the locks are changed.

Release from lockout/tagout

When repair or maintenance work is completed:

1. **Check the machine**

Before any lockout/tagout devices are removed, the authorized employee replaces all machine guards and removes tools, blocking devices and nonessential items form the area. The machine is intact and ready to operate.

2. **Check for employees**

The authorized employee checks the work area to make sure all employees are in a safe place away from the equipment.

3. **Remove lockout/tagout devices**

The lockout/tagout devices may only be removed by the authorized employee who applied them.

After the lockout/tagout devices have been removed and before the equipment is started, the affected employees must be notified that the lockout/tagout devices have been removed.

Employer's removal of lockout/tagout

Part of the basic protection of a lockout/tagout procedure is that the employee who applied the lock or tag has to be the person who removes it. They keep the key to the lock.

But, there could be a situation where the person who applied lockout/tagout just isn't available to remove it. In this case, the employer can instruct another authorized employee to follow specific procedures to remove the lockout/tagout devices. As part of these procedures, the employer has to take steps to notify the person who applied the lockout/tagout that the locks or tags have been removed.

Requirements for lockout/tagout equipment

There are many types of lockout/tagout devices: locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, blank flanges, bolted slip blinds and other hardware. All equipment use for lockout/tagout must:

- Be provided by the employer.
- Be used only for lockout/tagout. Never use lockout locks to lock tool boxes, storage areas, lockers, etc.
- Be durable and hold up to the work environment.
- Have a standard color, shape or size within the facility.
- Be substantial enough to prevent accidental removal without the use of force.
- Identify the employee who applies them.

In addition, all tags must:

- Have a standard print and format, including a warning such as, "Do Not Start," "Do Not Open," "Do Not Close," "Do Not Energize," or "Do Not Operate"; and
- Be attached by hand using a non-reusable, self-locking nylon cable tie (or equivalent).

Group lockout/tagout procedures

What if your co-worker thought you were done with your part of a repair job, and he removed his lock when he finished? If you didn't have your own lock on the equipment, you'd no longer be protected.

With group lockout/tagout procedures, each person must apply his or her own lock to a multiple lockout device. This can be a multi-lock hasp, a group lockbox or other mechanism.

For example, each of the machine's energy control devices can be locked out using a single lock on each device. The keys for these "job locks" are then placed into a group lockbox. The authorized employee who is going to work on the machine can then verify that the machine is locked out and apply his or her own individual lock to the lockbox. No one can get to the keys for the job locks until each authorized employee is done with the work and removes his or her individual lock from the lockbox.

Lockout/tagout inspections

Your employer has to inspect lockout/tagout procedures at least annually.

An authorized employee who does not work with the equipment being inspected observes the lockout/tagout procedure. Part of the inspection includes a review of the procedure with each authorized employee who is responsible for following it. If a tagout system is used instead of lockout, affected employees are also included in the review.

Testing or positioning equipment during lockout/tagout

You might have to power up and test or position a machine in the middles of a repair job. Authorized employees are allowed to temporarily suspend lockout/tagout when they follow the lockout/tagout procedures and reapply the locks to tags after the tests.

Outside contractors

It's not unusually for an outside service to be called in for repairs and maintenance work. You must understand and comply with the restrictions of the contractor's lockout/tagout procedures.

Summing It Up

Whether you're a mechanic, a machine operator or someone who spends some time in production areas, you need to know that a person can be seriously injured or killed if a machine starts up unexpectedly during equipment repairs, servicing or maintenance work.

If you're an **authorized** employee, learn the lockout/tagout procedures for the machinery you service. Always follow all of the steps of the procedure in the correct order.

If you're an **affected** employee, pay attention when you're notified about a lockout/tagout procedure, and stay clear of the machine during the repair job.

Everyone should respect the warnings of a tagout system and be able to recognize lockout/tagout equipment.

Lockout/tagout procedures may only take a few minutes, but they can help keep you healthy for years.

LOCKOUT/TAGOUT

OSHA

29 CFR 1910.147

STANDARD

L O C K O U T / T A G O U T S T A N D A R D

PART 1910 – OCCUPATIONAL SAFETY AND HEALTH STANDARD

1. The authority citation for Subpart J of Park 1910 is revised to read as follows:

Authority: Section 4, 6 and 8, Occupational Safety and Health Act of 1970. 29 U.S.C. 653.655.657; Secretary of Labor's Order No. 12-71 (36 FR 8754) 8-76 (41 FR 25059) or 9-83 (48 FR 35736). As applicable. Section 1910.141. 1910.142 and 1910.147 also issued under 29 CFR part 1911.

1910.150 [Re-designated From 1910.147]

2. Section 1910.147 is re-designated as 1910.150.

3. A new 1910.147 and Appendix to 1910.147 are added to read as follows:

1910.147 The control of hazardous energy (lockout-tagout)

(a) Scope, application and purpose --

(1) Scope

(i) This standard covers the servicing and maintenance of machines and equipment in which the *unexpected* energization or start up of the machines or equipment, or release of stored energy could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy.

(ii) This standard does not cover the following:

(A) Construction, agriculture and maritime employment:

(B) Installations under the exclusive control of electric utilities for the purpose of power generation, transmission and distribution, including related equipment for communication or metering; and

(C) Exposure to electrical hazards from work on, near, or with conductors or equipment in electric utilization installations, which is covered by Subpart S of this part; and

(D) Oil and gas well drilling and servicing.

(2) Application. (i) This standard applies to the control of energy during servicing and/or maintenance of machines and equipment.

(ii) Normal production operations are not covered by this standard (See Subpart () of this Part**)** Servicing and/or maintenance which takes place during normal production operations is covered by this standard only if:

(A) An employee is required to remove or bypass a guard or other safety device; or

(B) An employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of oepration0 or where an associated danger zone exists during a machine operating cycle.

NOTE: Exception to paragraph (s)(2)(ii): Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operation, are not covered by this standard if they are routine, repetitive, and integral to use of the equipment for production provided that the work is performed using alternative measures which provide effective protection (See Subpart () of this Part).

(iii) This standard does not apply to the following:

(A) Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or start up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.

(B) Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water or petroleum products when they are performed on pressurized pipelines, provided that the employer demonstrates that (1) continuity of service is essential; (2) shutdown of the system is impractical; and (3) documented procedures are followed, and special equipment is used which will provide proven effective protection for employees.

(3) Purpose. (i) This section requires employers to establish a program and utilize procedures for affixing appropriate lockout devices or tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start-up or release of stored energy in order to prevent injury to employees.

(ii) When other standards in this part require the use of lockout or tagout, they shall be used and supplemented by the procedural and training requirements of this section.

(b) Definitions applicable to this section.

Affected employee: An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized employee. A person who locks or implements a tagout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or equipment which must be locked or a tagout system implemented.

"Capable of being locked out." An energy isolating device will be considered to be capable of being locked out either if it is designed with a hasp or other attachment or integral part to which, or through which, a lock can be affixed, or if it has a locking mechanism built into it. Other energy isolating devices will also be considered to be capable of being locked out if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

Energized. Connected to an energy source or containing residual or stored energy.

Energy isolating device. A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a slide gate; a slip blind; a line valve; a block; and any similar device used to block or isolate energy. The term does not include a push button, selector switch, and other control circuit type devices, or an energy source. Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Hot tap. A procedure used in the repair, maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

Lockout. The placement of a lockout device on an energy isolating device, in accordance with an established procedure, insuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout device. A device that utilized a positive means such as lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.

Normal production operations. The utilization of a chine or equipment to perform its intended production function.

Servicing and/or maintenance. Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or un-jamming of machines or equipment and making adjustments or too changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Setting up. Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout. The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and equipment being controlled may not be operated until the tagout device is removed.

Tagout device. A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

(c) General – (1) Energy control program. The employer shall establish a program consisting of an energy control procedure and employee training to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, start up or release of stored energy could occur and cause injury, the machine or equipment shall be isolated, and rendered inoperative, in accordance with paragraph (c)(4) of this section.

(2) Lockout/tagout. (i) If an energy isolating device is not capable of being locked out, the employer's energy control program under paragraph (c)(1) of this section shall utilize a tagout system.

(ii) If an energy isolating device is capable of being locked out, the employer's energy control program under paragraph (c)(1) of this section shall utilize lockout, unless the employer can demonstrate that the utilization of a tagout system will provide full employee protection as set forth in paragraph (c)(3) of this section.

(iii) After October 31, 1989, whenever major replacement, repair, renovation or medication of machines or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machines or equipment shall be designed to accept a lockout device.

(3) Full employee protection (i) When a tagout device is used on an energy isolating device which is capable of being locked out, the tagout device shall be attached at the same location that the lockout device would have been attached and the employer shall demonstrate that the tagout program will provide a level of safety equivalent to that obtained by using a lockout program.

(ii) In demonstrating that a level of safety is achieved in the tagout program which is equivalent to the level of safety obtained by using a lockout program, the employer shall demonstrate full compliance with all tagout-related provisions of this standard together with such additional elements as are necessary to provide the equivalent safety available from the use of a lockout device. Additional means to be considered as part of the demonstration of full employee protection shall include the implementation of additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energization.

(4) Energy control procedure. (i) Procedures shall be developed, documented and utilized for the control of potentially hazardous energy when employees are engaged in the activities covered y this section.

Note: Exception: The employer need not document the required procedure for a particular machine or equipment, when all of the following elements exist: (1) The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger employees; (2) the machine or equipment has a single energy source which can be readily identified and isolated; (3) the isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment; (4) the machine or equipment is isolated from that energy source and locked out during servicing or maintenance; (5) a single lockout device will achieve a lock-out condition; (6) the lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance; (7) the servicing or maintenance does not create hazards for other employees; and (8) the employer, in utilizing this exception, has had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.

(ii) The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to, the following:

(A) A specific statement of the intended use of the procedure;

(B) Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy;

(C) Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them; and

(D) Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

(5) Protective materials and hardware. (i) Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware shall be provided by the employer for isolating, securing or blocking of machines or equipment from energy sources.

(ii) Lockout devices and tagout devices shall be singularly identified; shall be the only devices(s) used for controlling energy; shall not be used for other purposes; and shall meet the following requirements:

(A) Durable.

(1) Lockout and tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

(2) Tagout devices shall be constructed and printed so that exposure to weather conditions or wet and damp location will not cause the tag to deteriorate or the message on the tag to become illegible.

(3) Tags shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.

(B) Standardized. Lockout and tagout devices shall be standardized within the facility in at least one of the following criteria; Color, shape; or size; and additionally, in the case of tagout devices, print and format shall be standardized.

(C) Substantial – (1) Lockout devices. Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.

(2) Tagout devices. Tagout devices, including and their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means shall be of non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all-environmental-tolerant nylon cable tie.

(D) Identifiable. Lockout devices and tagout devices shall indicate the identity of the employee applying the device(s).

(iii) Tagout devices shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as the following: Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate.

(6) Periodic inspection. (i) The employer shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed.

(A) The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected.

(B) The periodic inspection shall be designed to correct any deviations or inadequacies observed.

(C) Where lockout is used for energy control, the periodic inspection shall include a review between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.

(D) Where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure being inspected, and the elements set forth in paragraph (c)(7)(ii) of this section.

(ii) The employer shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which they energy control procedure was being utilized. The date of the inspection, the employees included in the inspection, and the person performing the inspection.

(7) Training and communication. (i) The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of energy controls are required by employees. The training shall include the following:

(A) Each authorized employee shall receive training in the recognition of applicable hazardous energy sources. The type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

(B) Each affected employee shall be instructed in the purpose and use of the energy control procedure.

(C) All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

(ii) When tagout systems are used, employees shall also be trained in the following limitations of tags:

(A) Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.

(B) When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.

(C) Tags must be legible and understandable by all authorized employees, affected employees, and all other employees who work operations are or may be in the area, in order to be effective.

(D) Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

(E) Tags may evoke a false sense of security, and their meaning needs to be understood as a part of the overall energy control program.

(F) Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

(iii) Employee retraining.

(A) Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

(B) Additional retraining shall also be conducted whenever a periodic inspection under paragraph (c)(6) of this section reveals, or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

(C) The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

(iv) The employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

(8) Energy isolation. Implementation of lockout or the tagout system shall be performed only by authorized employees.

(9) Notification of employees.

Affected employees shall be notified by the employer or authorized employee of the application and removal of lockout devices or tagout devices. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment.

(d) Application of control. The established procedure for the application of energy control (implementation of lockout or tagout system procedures) shall cover the following elements and actions and shall be done in the following sequence:

(1) Preparation for shutdown. Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.

(2) Machine or equipment shutdown.

The machine or equipment shall be turned off or shut down using the procedures required by this standard. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of equipment de-energization.

(3) Machine or equipment isolation.

All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

(4) Lockout or tagout device application. (i) Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.

(ii) Lockout devices, where used, shall be affixed in a manner that will hold the energy isolating devices in a "safe" or "off" position.

(iii) Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the “safe” or “off” position is prohibited.

(A) Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.

(B) Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

(5) Stored energy. (i) Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.

(ii) If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

(6) Verification of isolation. Prior to starting work on machines or equipment that have been locked out or tagged out; the authorized employee shall verify that isolation and de-energization of the machine or equipment have been accomplished.

(e) Release from lockout or tagout. Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:

(1) The machine or equipment. The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.

(2) Employees. (i) The work area shall be checked to ensure that all employees have been safely positioned or removed.

(ii) Before lockout or tagout devices are removed and before machines or equipment are energized, affected employees shall be notified that the lockout or tagout devices have been removed.

(3) Lockout or tagout devices removal. Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device. Exception to paragraph (e)(3); When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed, documented and incorporated into the employer's energy control program. The employer shall demonstrate that the specific procedure provides equivalent safety to the removal of the device by the authorized employee who applied it. The specific procedure shall include at least the following elements:

(i) Verification by the employer that the authorized employee who applied the device is not at the facility;

(ii) Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed; and

(iii) Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.

(f) Additional requirements (1) Testing or positioning of machines, equipment or components thereof. In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

(i) Clear the machine or equipment of tools and materials in accordance with paragraph (e)(1) of this section;

(ii) Remove employees from the machine or equipment area in accordance with paragraph (e)(2) of this section;

(iii) Remove the lockout or tagout devices as specified in paragraph (e)(3) of this section;

(iv) Energize and proceed with testing or positioning;

(v) De-energize all systems and reapply energy control measures in accordance with paragraph (d) of this section to continue the servicing and/or maintenance.

(2) Outside personnel (contractors, etc.) (i) Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site employer and the outside employer shall inform each other of their respective lockout or tagout procedures.

(ii) The on-site employer shall ensure that his/her personnel understand and comply with restrictions and prohibitions of the outside employer's energy control procedures.

(3) Group lockout or tagout. (i) When servicing and/or maintenance is performed by a crew, draft, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.

(ii) Group lockout or tagout devices shall be used in accordance with the procedures required by paragraph (c)(4) of this section including, but not necessarily limited to, the following specific requirements;

(A) Primary responsibility is vested in an authorized employee for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock):

(B) Provision for the authorized employee to ascertain the exposure status of individual group members with regard to the lockout or tagout or the machine or equipment and

(C) When more than one crew, craft, department, etc. is involved, assignment of overall job-associated lockout or tagout control responsibility to an authorized employee designated to coordinate affected work forces and ensure continuity of protection; and

(D) Each authorized employee shall affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.

(4) Shift or personnel changes.

Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout devices between off-going and oncoming employees, to minimize the exposure to hazards from the unexpected energization, start-up of the machine or equipment, or release of stored energy.

Note: the following Appendix 1910.147 serves as a non-mandatory guideline to assist employers and employees in complying with the requirements of this section, as well as to provide other helpful information. Nothing in the appendix adds to or detracts from any of the requirements of this section.

Employee:_____

Company:_____

Instructor:_____*Date*:_____

Lockout/Tagout Quiz

Directions: Read each statement carefully and circle the response that best answers the question.

1. Lockout/tagout devices must be attached:

A. Only by the machine operator
B. Only by the authorized employee
C. By either the authorized employee or his helper
D. By either the machine operator of a supervisor

2. Lockout/tagout is required when you:

A. Stop a machine at the end of a normal shift
B. Unplug a drill to change a drill bit
C. Remove a machine guard to clear a jam
D. None of the above

3. Stored energy that has to e relieved during a lockout/tagout procedure can include:

A. Air pressure
B. Excessive heat
C. Residue in pipes
D. All of the above

4. After he or she applies lockout/tagout devices, the authorized employee:

A. should try to operate the equipment
B. Should not try to operate the equipment
C. Should have the affected employee try to operate the equipment
D. Should immediately start the repair or servicing work

5. Tagout:

A. Means the same thing as lockout
B. Provides the same physical restraint as a lock
C. May evoke a false sense of security
D. Can always be used instead of lockout

6. When a repair job is finished, the authorized employee must do what before restoring energy to the equipment;

A. Check to be sure his or her helper removed all of the locks
B. Wait to re-install the machine guards until he or she knows the equipment is running properly
C. Make sure all employees are safely clear of the machine
D. Wait until affected employees are finished making their adjustments and repairs to the equipment

7. Servicing and maintenance that takes place during normal operations requires lockout/tagout if:

A. All guards remain in place
B. The task is done without having to reach into the machine's danger zone or point of operation.
C. Guards or other safety devices must be removed or bypassed
D. The machine is powered by an electric cord and plug

8. When an authorized employee is not available to remove his or her lock:

A. The lock can't be removed until the authorized employee who applied it returns to work.
B. The employer must follow a documented procedure to remove the lock
C. The machine operator can cut it off with a bolt cutter
D. The authorized employee who left the lock on the machine must provide a replacement lock

9. If several people are working on a repair job:

A. Their supervisor is the only one who needs to apply a lock
B. The first worked to arrive to the job is the one who applies the locks
C. Each worker must apply his or her own lock
D. The person who will be the last one to finish the job is the one who applies the locks

10: Affected employees need to understand:

A. The purpose and use of lockout/tagout procedures
B. What to do when they are notified about a lockout
C. The limitations of using tagout alone
D. All of the above.

Lockout/Tagout Quiz

Answer Key

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APRIL 2026
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name:_____

City:_____ **State:**_____

Date:_____ **Time Started:**_____ **Time Finished:**_____

Instructed By:_____ **Number Attending:**_____

Subject Covered and Comments: Safety Meeting:

Lock Out Tag Out

By my signature below, I certify that I attended and participated in this Safety Meeting, and I understand the material presented.

Employee Name (Please print)	Employee Signature	License Expires *	Endorsements**	DOT Physical Expires***
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

List driver's license expiration date in this column.
Check licenses for proper endorsements and re-testing (For example: "HazMat") List** ***endorsements in this column.***
****List DOT physical expiration date in this column.***

By my signature below, I hereby certify that the employees listed above have been trained in accordance with the applicable regulation and curriculum for this monthly safety meeting.

Instructor's Signature:_____

Date:_____

E-Mail or fax this sheet only to: Lampton-Love, Inc. to:

Kelly Meeks/Lynn Mathis -- LLSafety@lamptonlove.com

P. O. Box 1607, Jackson, MS 39215-1607 **Fax** #:601-933-3417