

**COOPERATIVE AGREEMENT MODEL**

**COOPERATIVE AGREEMENT  
FOR  
LOCKOUT/TAGOUT PROCEDURES  
BETWEEN  
FSIS AND OFFICIAL ESTABLISHMENTS**

Lockout/tagout procedures for the Food Safety and Inspection Service and the (Name of Official Establishment), Est. No. \_\_\_\_\_, located at (street address), (city), (state).

**I. PURPOSE**

This procedure establishes the requirements for the lockout/tagout of energy isolating devices whenever pre-operational process verification inspection or verification of pre-operational or operational corrective action tasks are done on machines or equipment that may expose inspection personnel to hazardous energy. It shall be used to ensure that machines or equipment are stopped, isolated from all potentially hazardous energy sources and locked or tagged out before any inspection personnel perform pre-operational/operational sanitation and inspection tasks where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury to employees. These procedures do not apply to pre-operational/operational sanitation inspection tasks that do not expose inspection personnel to the unexpected release of hazardous energy. These procedures also do not apply to cord-and-plug connected electrical equipment under the following conditions: (1) The hazard must be controlled by unplugging the equipment from the energy source and (2) the plug must be under the exclusive control of the employee performing the pre-operational sanitation inspection.

**II. COMPLIANCE**

All FSIS and plant employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout/tagout procedures. The authorized FSIS and plant employees are required to perform the lockout/tagout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked/tagged out to perform pre-operational/operational sanitation inspection or other servicing tasks shall not attempt to start, energize, or use that equipment or machine.

**III. SEQUENCE OF LOCKOUT/TAGOUT**

- 1) The secondary authorized FSIS employee informs the primary authorized plant employee of the machines or equipment that will be inspected.
- 2) The primary authorized plant employee notifies all affected employees that sanitation inspection is required on a machine or equipment and that the machine or equipment must be shut down and locked/tagged out to perform the inspection.

3) The authorized FSIS and plant employees shall refer to the documented plant lockout/tagout procedures for the following information:

A. Description and location of machinery or equipment subject to lockout/tagout.

B. Type and magnitude of the energy that the machine or equipment utilizes.

C. Hazards of the energy.

D. Type and location of machine or equipment operating controls.

E. Type and location of energy isolating devices.

F. The lockout/tagout procedure used to lockout or tagout the machine or equipment.

G. Type of stored energy and method to dissipate or restrain.

H. Method of verifying the isolation of the machine or equipment.

(These procedures are located in \_\_\_\_\_.)

4) The primary authorized plant employee shuts down the machine or equipment by the normal stopping procedure if a machine or equipment is operating.

5) The primary authorized plant employee de-activates the energy isolating device(s).

6) The primary authorized plant employee and the FSIS secondary authorized employee locks or tags out the energy isolating devices with one of the following procedures.

A. The primary authorized plant employee locks/tags out the energy isolating device with an assigned individual lock or tag. The FSIS secondary authorized employee places his/her lock or tag on the energy isolating device.

**AND/OR**

B. The primary authorized plant employee locks/tags out the energy isolating device with an assigned individual lock or tag. The key to the lock or the tab to the tag is placed in a lockbox. The primary authorized plant employee and the secondary authorized FSIS employee affix their locks on the lockbox.

7) The primary authorized plant employee dissipates or restrains stored energy.

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- 8) The primary authorized plant employee verifies the isolation of the equipment or machine. The secondary authorized FSIS employee observes verification tests and prior to inspection is certain that all energy sources have been isolated and there is no stored energy.
- 9) If the machine or equipment is satisfactorily locked or tagged out, the secondary authorized FSIS employee initiates pre-operational sanitation inspection tasks, following the procedures in the SSOP guide.

**IV. RESTORING EQUIPMENT OR MACHINES TO SERVICE**

- 1) Upon completion of the SSOP tasks, the secondary authorized FSIS employee removes his/her lockout device and/or tags and informs the primary authorized plant employee that the machine or equipment is ready to return to operating condition. The secondary authorized FSIS employee never leaves a plant without removing locks/tags.
- 2) The primary authorized plant employee checks the machine or equipment and the immediate area to ensure that nonessential items have been removed and the machine or equipment components are operationally intact.
- 3) The primary authorized plant employee checks the work area to ensure that all affected employees have been safety positioned or removed from the area.
- 4) The primary authorized plant employee verifies that the controls are neutral.
- 5) The primary authorized plant employee removes his/her lockout devices and/or tags and re-energizes the machine or equipment.
- 6) The primary authorized plant employee notifies affected employees that the pre-operational inspection is completed and the machine or equipment is ready for use.

**V. GENERAL**

The plant immediately informs FSIS when there is a change in machines, equipment, or energy control procedure.

If lockout/tagout procedures have not been implemented, SSOP hands-on verification tasks will not be performed. If this occurs, the secondary authorized FSIS employee will take "Official Control Action" (**EXAMPLE:** U.S. Reject Tag procedure) in the area(s) of the plant where machines or equipment are located. The inspector informs plant management of this action and withdraws him/herself and other inspectors to a safe location.

## VI. TRAINING

All authorized employees must be trained and familiar with the requirements of the OSHA standards, and the cooperative agreement, covering lockout/tagout, agreed to at this establishment.

	<b>Plant</b>	<b>FSIS</b>
<b>Signature</b>	_____	
<b>Printed Name</b>	_____	
<b>Title</b>	_____	
<b>Date</b>	_____	