ESTVOLD OILFIELD SERVICES

LOCKOUT / TAGOUT (LOTO) POLICY

Document Number: EST-HSE-108
Title: LOTO Policy
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Policy Control Item	Policy Information
Company	Estvold Oilfield Services
Document Type	Policy / Program Manual / Field Forms / Energy Isolation and Audit Package
Applies To	All equipment, machinery, electrical systems, hydraulic systems, pneumatic systems, stored energy sources, customer sites, shops, yards, and field operations
Program Intent	Hazardous energy control, employee protection, equipment isolation, maintenance safety, verification, accountability, and continuous improvement
Regulatory Alignment	OSHA 29 CFR 1910.147 Lockout/Tagout expectations, hazardous energy control principles, energy isolation requirements, and applicable client standards
Revision	Comprehensive V2 - Editable Master
Approval	Management / HSE / Operations

INCLUDED IN THIS PACKAGE

- LOTO manual is structured as a management-system standard and supervisor reference
- Supervisor quick response guide for hazardous energy concerns and isolation failures
- Lockout/Tagout hazard assessment form and equipment isolation procedure form
- Energy isolation verification checklist and LOTO application checklist
- Group lockout verification form and shift transition review guidance
- Periodic inspection checklist, supervisor audit form, and corrective action tracking tools
- LOTO incident review form and authorized employee training acknowledgment
- Appendices covering energy isolation expectations, group lockout, and periodic review requirements

DOCUMENT CONTROL

Revision	Date	Description of Change	Approved By
0	Initial Release	Original controlled document issue	Management
1	Current Draft	Expanded LOTO manual and forms package	Management
2	Current Revision	Converted to BBS master management-system format with expanded hazardous energy control guidance, verification tables, KPIs, audit structure, and full forms package	Management / HSE / Operations

This document is considered a controlled safety management document. Printed copies are considered uncontrolled unless verified current through the company document control system or approved safety management platform.

DISTRIBUTION AND CONTROL

Controlled copies may be distributed to HSE, operations management, field supervision, maintenance personnel, training coordinators, company shared safety systems, and client-required safety documentation platforms. Supervisors shall ensure employees are working from the most current version prior to applying this program in the field.

HOW TO USE THIS MANUAL

This manual is designed to function as a corporate program standard, supervisor field guide, and audit-ready reference for hazardous energy control activities. The program should be used before work begins, during field verification, after maintenance or servicing activities, and during periodic inspections or management review.

- Use Sections 1 through 25 as the governing program requirements for LOTO and hazardous energy control.
- Use the field forms to document hazard assessments, energy isolation, zero-energy verification, group lockout, periodic inspections, and corrective actions.
- Review the Supervisor Quick Response Guide during energy isolation concerns, isolation failures, unauthorized lock removal concerns, or unexpected startup events.
- Use the KPI and audit sections to evaluate program performance, identify recurring gaps, and drive continuous improvement.
- Maintain all completed forms according to company documentation and retention requirements.

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1. PURPOSE AND POLICY STATEMENT

Estvold Oilfield Services is committed to protecting employees, contractors, visitors, and client representatives from hazards associated with uncontrolled hazardous energy during company operations. Hazardous energy may include electrical, mechanical, hydraulic, pneumatic, thermal, chemical, gravitational, or stored energy capable of causing serious injury, fatality, equipment damage, environmental impact, or operational disruption.

This Lockout / Tagout Program establishes a management-system framework for hazardous energy recognition, equipment shutdown, isolation planning, lockout/tagout application, stored energy control, zero-energy verification, group lockout, shift transition communication, contractor coordination, training, auditing, and continuous improvement. No production expectation, operational pressure, or client demand shall take priority over employee health and safety.

2. SCOPE AND APPLICATION

This program applies to all Estvold Oilfield Services employees, temporary workers under company supervision, supervisors, management personnel, contractors, and company-controlled worksites involving hazardous energy exposure. The program applies to equipment maintenance, servicing, repair activities, cleaning activities, equipment installation, troubleshooting, line breaking, jam clearing, guard removal, and any operation requiring hazardous energy isolation.

LOTO expectations apply in shops, yards, customer sites, field operations, mobile equipment areas, electrical systems, hydraulic and pneumatic systems, mechanical systems, and any system where unexpected startup or stored energy release could injure personnel.

3. REGULATORY ALIGNMENT AND REFERENCES

This program is written to align with OSHA 29 CFR 1910.147 hazardous energy control expectations, OSHA electrical safety expectations where applicable, client requirements, equipment manufacturer requirements, and Estvold safety management expectations. Where client requirements exceed company requirements, the more protective requirement shall be followed.

4. DEFINITIONS

Lockout/Tagout (LOTO) means the process used to isolate and control hazardous energy before servicing or maintenance begins. An authorized employee is an individual trained and approved to apply lockout/tagout devices and perform energy isolation activities. An affected employee is an employee whose work activities may be impacted by lockout/tagout activities. **Zero-energy verification** means confirming that hazardous energy has been isolated, relieved, restrained, blocked, disconnected, or otherwise controlled before work begins.

5. HAZARDOUS ENERGY HAZARD RECOGNITION

Hazardous energy may remain present even after equipment shutdown. Employees shall recognize that isolation requires more than turning equipment off. Stored pressure, residual electrical charge, elevated components, hydraulic pressure, pneumatic pressure, thermal energy, chemical energy, rotating parts, and gravity hazards may remain after normal shutdown.

6. PROGRAM PHILOSOPHY AND CORE PRINCIPLES

The LOTO program is based on the principle that hazardous energy control must be planned, verified, communicated, and documented before personnel are exposed. Lockout/tagout is not only a compliance requirement; it is a critical life-safety barrier that prevents unexpected energization, startup, release, or movement.

The company expects supervisors and authorized employees to use operational discipline, employee participation, and verification before work begins and whenever conditions change.

Hazardous Energy Examples

Energy Type	Examples	Potential Exposure
Electrical	Panels, motors, generators, temporary power, stored charge	Shock, electrocution, arc flash, unexpected equipment startup
Mechanical	Rotating shafts, belts, gears, moving parts, springs	Crushing, caught-between, amputation, struck-by exposure
Hydraulic	Pressurized cylinders, hoses, pumps, accumulators	Unexpected movement, injection injury, fluid release
Pneumatic	Air lines, compressors, pressure vessels	Whip hazards, pressure release, component movement
Thermal / Chemical	Hot surfaces, steam, chemicals, reaction systems	Burns, exposure, pressure release, chemical contact
Gravitational	Raised equipment, suspended loads, elevated components	Crushing, dropped object, uncontrolled movement

7. ROLES AND RESPONSIBILITIES

Employees are responsible for following lockout/tagout requirements, reporting unsafe conditions, respecting lockout devices, participating in communication expectations, and stopping unsafe work when isolation cannot be verified. Authorized employees are responsible for applying locks and tags, verifying isolation, controlling stored energy, and maintaining personal control of assigned locks. Supervisors are responsible for ensuring isolation procedures are followed, authorized employees are qualified, energy verification occurs, and unsafe conditions are corrected. Management is responsible for providing resources, training support, audit review, and accountability for program performance.

8. ENERGY ISOLATION PLANNING REQUIREMENTS

Energy isolation planning shall identify all energy sources, isolation points, shutdown procedures, stored energy hazards, verification methods, communication requirements, emergency considerations, and work coordination needs. Planning must occur before work begins and must be reassessed when equipment configuration, work scope, personnel, or site conditions change.

9. LOCKOUT/TAGOUT DEVICE REQUIREMENTS

Lockout devices, tags, locks, hasps, chains, valve covers, breaker locks, and isolation hardware shall be standardized, durable, identifiable, and appropriate for the energy source being controlled. Tags shall clearly communicate the reason for isolation, responsible authorized employee, date, and required contact information where applicable. Locks and tags shall not be removed except by the employee who applied them unless an approved removal process is followed.

10. EQUIPMENT SHUTDOWN AND ISOLATION EXPECTATIONS

Equipment shall be shut down using approved procedures before servicing or maintenance activities begin. Shutdown steps should be communicated to affected employees before isolation is applied. Isolation points shall be physically secured and confirmed by the authorized employee before work begins.

11. STORED ENERGY RELEASE AND ZERO-ENERGY VERIFICATION

Stored energy shall be relieved, disconnected, blocked, bled, restrained, discharged, lowered, or otherwise controlled before employees begin work. Verification shall confirm equipment has been placed in a zero-energy state. Verification may include try-start testing, pressure gauge confirmation, voltage testing, visual confirmation, bleed-down verification, equipment position checks, or other appropriate methods based on the energy source.

12. GROUP LOCKOUT EXPECTATIONS

Group lockout shall be used when multiple employees, crafts, contractors, or crews are involved in servicing or maintenance activities. Group lockout procedures shall identify responsible personnel, lock ownership expectations, communication methods, verification responsibilities, and shift transition requirements. Each authorized employee shall maintain personal protection through an individual lock or approved group lock system.

13. SHIFT CHANGE AND PERSONNEL TRANSITION EXPECTATIONS

Shift changes and personnel transitions shall include communication of work status, isolation status, equipment condition, lock ownership, and remaining hazards. Work shall not resume until incoming personnel understand the isolation condition and have applied required protection. Temporary removal, transfer, or replacement of locks shall follow approved procedures and management authorization where required.

14. CONTRACTOR AND THIRD-PARTY EXPECTATIONS

Contractors working on company-controlled sites are expected to comply with Estvold LOTO requirements, client site requirements, energy isolation procedures, and communication expectations. Contractor isolation activities shall be coordinated with company supervision before work begins. Conflicting isolation practices shall be resolved before exposure occurs.

15. WORKSITE HAZARD ASSESSMENT

Before work begins, supervisors and employees shall evaluate hazardous energy exposure, equipment configuration, isolation points, stored energy concerns, environmental conditions, nearby operations, emergency response access, and communication requirements. The hazard assessment shall verify that controls are practical, understood, and documented.

16. DOCUMENTATION AND RECORDKEEPING

The company shall maintain isolation procedures, hazard assessments, inspection records, training records, corrective action records, audit documentation, LOTO incident reviews, group lockout records where required, and periodic inspection documentation. Documentation shall be accurate, legible, retrievable, and retained according to company requirements.

17. INCIDENT REPORTING AND INVESTIGATION

Hazardous energy incidents, isolation failures, unexpected startup events, stored energy releases, lockout violations, unauthorized lock removal concerns, near misses, or unsafe conditions shall be reported immediately. Incident reviews shall identify contributing factors, communication issues, environmental conditions, work planning concerns, procedure gaps, training needs, and corrective actions.

18. STOP WORK AUTHORITY

All employees and contractors have the authority and responsibility to stop work when hazardous energy exposure exists, isolation cannot be verified, stored energy is uncontrolled, lock ownership is unclear, procedures are not understood, or serious injury exposure exists. No employee shall face retaliation for exercising Stop Work Authority in good faith.

Energy Isolation Planning Matrix

Planning Element	Minimum Expectation	Verification Evidence
Energy Source Identification	Identify all primary, secondary, and stored energy sources	Hazard assessment / equipment procedure
Isolation Point Review	Confirm each isolation point before lock application	Isolation checklist / field verification
Stored Energy Control	Relieve, block, bleed, restrain, lower, or discharge stored energy	Zero-energy verification record
Affected Employee Communication	Notify affected personnel before shutdown and restart	Pre-task discussion / supervisor confirmation
Work Scope Control	Define work boundaries and conditions requiring reassessment	JSA / work authorization notes
Restart Authorization	Confirm personnel are clear, guards restored, and locks removed properly	Supervisor closeout / restart review

19. TRAINING AND COMPETENCY REQUIREMENTS

Training shall be provided to authorized employees, affected employees, and other employees whose work may be impacted by LOTO activities. Training shall verify understanding of hazardous energy recognition, energy isolation procedures, device use, stored energy control, group lockout, shift transitions, emergency expectations, and Stop Work Authority. Competency shall be reassessed when procedures change, deficiencies are observed, incidents occur, or employees demonstrate lack of understanding.

Audience	Training Focus	Verification Method
Authorized Employees	Apply locks/tags, isolate energy, verify zero-energy state, perform group lockout	Written training, hands-on demonstration, supervisor verification
Affected Employees	Understand equipment shutdown, respect locks/tags, avoid restarting equipment	Awareness training and documented acknowledgment
Supervisors	Plan isolation, verify controls, coordinate contractors, perform audits	Field observation, audit review, management verification
Contractors	Comply with company/client LOTO expectations and coordination requirements	Orientation, permit review, work coordination documentation

20. PERIODIC INSPECTION REQUIREMENTS

Periodic inspections shall evaluate lockout/tagout procedures, authorized employee understanding, device condition, isolation verification practices, documentation quality, and field execution. Inspections are intended to confirm the program remains effective and to identify improvement opportunities before an incident occurs.

- Review a representative sample of active or recently completed LOTO activities.
- Interview authorized employees to verify understanding of isolation steps and verification requirements.
- Confirm locks, tags, hasps, and isolation hardware are available and in acceptable condition.
- Review any deviations, near misses, or corrective actions associated with hazardous energy control.
- Document findings and assign corrective actions with owners and due dates.

21. TREND ANALYSIS, KPIs, AND DATA REVIEW

LOTO performance shall be reviewed periodically to identify recurring hazards, procedure weaknesses, training gaps, equipment concerns, and leadership support needs. Trend review is intended to improve the system, not assign blame. Data should be used to remove barriers, improve procedures, and strengthen field execution.

KPI / Data Point	Purpose	Review Frequency
LOTO inspections completed	Confirms field verification activities are occurring	Monthly / quarterly
Corrective action closure	Verifies identified deficiencies are corrected	Monthly
Unauthorized energy events or near misses	Identifies serious program weaknesses	Immediate / monthly trend review
Training and competency status	Confirms authorized employees remain qualified	Monthly / as assigned
Procedure quality findings	Identifies outdated or incomplete equipment-specific procedures	Quarterly
Contractor LOTO coordination findings	Evaluates third-party alignment with company expectations	Per project / quarterly

22. LEADERSHIP ACCOUNTABILITY

Leadership personnel shall visibly support the LOTO program through field engagement, resource allocation, corrective action follow-up, procedural improvement, and consistent enforcement of hazardous energy control expectations. Employees judge the value of the program by the decisions leaders make when production pressure conflicts with isolation requirements.

Leadership Expectation	Evidence of Completion
Field verification	Documented supervisor observations, LOTO audits, and conversations with authorized employees
Barrier removal	Tools, locks, tags, procedures, and isolation hardware provided before work begins
Corrective action support	Overdue or repeated deficiencies escalated and resolved
Training support	Authorized employee competency maintained and reviewed
Operational discipline	No work authorized when isolation cannot be verified

23. AUDITING AND CONTINUOUS IMPROVEMENT

The company shall periodically review LOTO practices, energy isolation procedures, zero-energy verification, group lockout, contractor coordination, training effectiveness, corrective action completion, documentation quality, incident trends, and employee feedback. Audit findings shall be reviewed with leadership and tracked through completion.

Audit Focus Area	What Good Looks Like
Procedure Availability	Current equipment-specific procedures are available where needed
Device Control	Locks, tags, hasps, and isolation devices are available and used correctly
Verification	Zero-energy state is verified before work begins
Communication	Affected employees, contractors, and supervisors understand work status
Documentation	Forms are complete, accurate, and traceable
Continuous Improvement	Findings result in corrective actions, training, or procedure updates

24. SUPERVISOR QUICK RESPONSE GUIDE

Situation	Immediate Action	Key Documentation / Control
Hazardous energy identified	Stop work and isolate energy before exposure	LOTO hazard assessment
Isolation verification failure identified	Reassess zero-energy state and do not proceed until verified	Energy isolation verification checklist
Unauthorized lock removal concern	Suspend work immediately and notify management	LOTO incident review / lock removal authorization
Stored energy concern identified	Release, block, bleed, restrain, or otherwise control energy	Equipment isolation procedure
Group lockout confusion identified	Pause work and re-brief all authorized employees	Group lockout verification form
LOTO incident or near miss occurs	Initiate reporting, preserve information, and investigate	Incident review form / corrective action log

25. FORMS PACKAGE

The following forms are intended to support field implementation, verification, corrective action tracking, periodic inspection, and audit readiness. Forms may be converted into fillable PDFs, electronic safety management records, or controlled paper forms as needed.

FORM A - LOCKOUT/TAGOUT HAZARD ASSESSMENT FORM

Item	Details / Verification
Date	☐ Yes ☐ No Comments:
Equipment / System	☐ Yes ☐ No Comments:
Jobsite / Location	☐ Yes ☐ No Comments:
Supervisor	☐ Yes ☐ No Comments:
Energy Sources Identified	☐ Yes ☐ No Comments:
Stored Energy Present	☐ Yes ☐ No Comments:
Isolation Points Verified	☐ Yes ☐ No Comments:
Group Lockout Required	☐ Yes ☐ No Comments:
Environmental Concerns	☐ Yes ☐ No Comments:
Additional Controls Required	☐ Yes ☐ No Comments:

FORM B - ENERGY ISOLATION VERIFICATION CHECKLIST

Item	Details / Verification
Equipment shutdown completed	☐ Yes ☐ No Comments:
Energy sources isolated	☐ Yes ☐ No Comments:
Stored energy released or controlled	☐ Yes ☐ No Comments:
Locks applied properly	☐ Yes ☐ No Comments:
Tags completed and legible	☐ Yes ☐ No Comments:
Zero-energy state verified	☐ Yes ☐ No Comments:
Affected employees notified	☐ Yes ☐ No Comments:
Supervisor verification	☐ Yes ☐ No Comments:

FORM C - LOTO APPLICATION CHECKLIST

Item	Details / Verification
Authorized employee identified	☐ Yes ☐ No Comments:
Procedure reviewed	☐ Yes ☐ No Comments:
Equipment shutdown completed	☐ Yes ☐ No Comments:
Isolation device applied	☐ Yes ☐ No Comments:
Lock and tag applied	☐ Yes ☐ No Comments:
Stored energy controlled	☐ Yes ☐ No Comments:
Try-start or verification completed	☐ Yes ☐ No Comments:
Work authorized to begin	☐ Yes ☐ No Comments:

FORM D - EQUIPMENT ISOLATION PROCEDURE FORM

Item	Details / Verification
Equipment name / ID	☐ Yes ☐ No Comments:
Energy source type	☐ Yes ☐ No Comments:
Shutdown steps	☐ Yes ☐ No Comments:
Isolation points	☐ Yes ☐ No Comments:
Stored energy control method	☐ Yes ☐ No Comments:
Verification method	☐ Yes ☐ No Comments:
Restart requirements	☐ Yes ☐ No Comments:
Procedure owner / approval	☐ Yes ☐ No Comments:

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FORM E - GROUP LOCKOUT VERIFICATION FORM

Item	Details / Verification
Authorized employees identified	☐ Yes ☐ No Comments:
Primary isolation verified	☐ Yes ☐ No Comments:
Group lock box used if applicable	☐ Yes ☐ No Comments:
Individual locks applied	☐ Yes ☐ No Comments:
Communication completed	☐ Yes ☐ No Comments:
Shift transfer reviewed	☐ Yes ☐ No Comments:
Work status confirmed	☐ Yes ☐ No Comments:
Supervisor verification	☐ Yes ☐ No Comments:

FORM F - PERIODIC INSPECTION CHECKLIST

Item	Details / Verification
Procedure current	☐ Yes ☐ No Comments:
Authorized employee understands steps	☐ Yes ☐ No Comments:
Devices available and acceptable	☐ Yes ☐ No Comments:
Zero-energy verification completed	☐ Yes ☐ No Comments:
Documentation complete	☐ Yes ☐ No Comments:
Deficiencies identified	☐ Yes ☐ No Comments:
Corrective actions assigned	☐ Yes ☐ No Comments:
Inspection completed by	☐ Yes ☐ No Comments:

FORM G - SUPERVISOR AUDIT AND OBSERVATION FORM

Item	Details / Verification
Date	☐ Yes ☐ No Comments:
Work area	☐ Yes ☐ No Comments:
Equipment observed	☐ Yes ☐ No Comments:
Procedure followed	☐ Yes ☐ No Comments:
Communication effective	☐ Yes ☐ No Comments:
Device use acceptable	☐ Yes ☐ No Comments:
Verification completed	☐ Yes ☐ No Comments:
Coaching provided	☐ Yes ☐ No Comments:
Corrective action required	☐ Yes ☐ No Comments:

FORM H - CORRECTIVE ACTION TRACKING FORM

Item	Details / Verification
Action ID	☐ Yes ☐ No Comments:
Issue identified	☐ Yes ☐ No Comments:
Risk level	☐ Yes ☐ No Comments:
Responsible person	☐ Yes ☐ No Comments:
Due date	☐ Yes ☐ No Comments:
Interim controls	☐ Yes ☐ No Comments:
Completion date	☐ Yes ☐ No Comments:
Effectiveness verified	☐ Yes ☐ No Comments:

FORM I - LOTO INCIDENT REVIEW FORM

Item	Details / Verification
Incident / near miss date	☐ Yes ☐ No Comments:
Equipment involved	☐ Yes ☐ No Comments:
Description of event	☐ Yes ☐ No Comments:
Energy source involved	☐ Yes ☐ No Comments:
Immediate actions taken	☐ Yes ☐ No Comments:
Root causes identified	☐ Yes ☐ No Comments:
Corrective actions required	☐ Yes ☐ No Comments:
Management review completed	☐ Yes ☐ No Comments:

FORM J - AUTHORIZED EMPLOYEE TRAINING ACKNOWLEDGMENT

Item	Details / Verification
Employee name	☐ Yes ☐ No Comments:
Training date	☐ Yes ☐ No Comments:
LOTO responsibilities reviewed	☐ Yes ☐ No Comments:
Device use demonstrated	☐ Yes ☐ No Comments:
Zero-energy verification demonstrated	☐ Yes ☐ No Comments:
Group lockout reviewed	☐ Yes ☐ No Comments:
Questions answered	☐ Yes ☐ No Comments:
Employee signature	☐ Yes ☐ No Comments:

APPENDIX A - LOCKOUT/TAGOUT REFERENCE SUMMARY

This program is intended to support hazardous energy control expectations, isolation verification practices, stored energy management principles, group lockout coordination, periodic inspection, and lockout/tagout management requirements. LOTO activities must be planned, communicated, verified, and documented before employee exposure begins.

APPENDIX B - ENERGY ISOLATION EXPECTATIONS

- Identify all energy sources before shutdown or servicing begins.
- Notify affected employees prior to shutdown and before restart.
- Shut down equipment using approved procedures.
- Apply locks, tags, and isolation devices to each required energy source.
- Release, restrain, block, bleed, lower, discharge, or otherwise control stored energy.
- Verify zero-energy state before work begins and after conditions change.
- Remove locks only according to company requirements and authorized procedures.

APPENDIX C - GROUP LOCKOUT EXPECTATIONS

Group lockout activities should include authorized employee identification, communication verification, primary isolation confirmation, lock ownership review, shift transfer coordination, work status communication, and documented energy isolation verification. Group lockout shall never reduce the requirement for each authorized employee to maintain personal protection from hazardous energy.

APPENDIX D - MANAGEMENT REVIEW EXPECTATIONS

Management review should evaluate LOTO incident trends, near misses, audit findings, training completion, procedure quality, contractor coordination, overdue corrective actions, and employee feedback. Review outcomes should be documented and used to strengthen procedures, remove operational barriers, and improve field execution.