

SAFETY REFERENCE MANUAL	California Code of Regulations, Title 8, Section §3314.
Section 7: LOCKOUT / TAGOUT	Last Revised: February, 2026

## **I. BACKGROUND AND PURPOSE**

To prevent injury or death from the unexpected energization, start-up, or release of stored energy during servicing, maintenance, or repair of machines and equipment by establishing standardized lockout/tagout procedures.

## **II. SCOPE**

This program applies to all employees, contractors, and vendors who service, maintain, repair, or work near machines or equipment with hazardous energy sources within the facility.

Covered energy sources include, but are not limited to:

- Electrical
- Mechanical
- Hydraulic
- Pneumatic
- Thermal
- Gravity
- Stored or residual energy

## **III. DEFINITIONS**

- a. Authorized Employee
  - i. An employee who locks out or tags out equipment to perform servicing or maintenance.
- b. Affected Employee
  - i. An employee who operates or works near equipment being serviced under LOTO
- c. Lockout
  - i. The placement of a lock on an energy-isolating device to prevent operation
- d. Tagout
  - i. The placement of a warning tag indicating equipment must not be operated
- e. Energy-Isolating Device
  - i. A mechanical device that physically prevents energy transmission (breaker, valve, disconnect)

## **IV. RESPONSIBILITIES**

- a. Management/Supervisors
  - i. Ensure LOTO procedures are implemented and enforced
  - ii. Verify equipment-specific LOTO procedures are available
  - iii. Ensure employees received required training
  - iv. Enforce corrective actions for non-compliance
- b. Health and Safety
  - i. Maintain the program
  - ii. Conduct audits and inspections

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- iii. Coordinate retraining
- iv. Investigate incidents or near misses
- c. Authorized Employees
  - i. Follow established LOTO procedures
  - ii. Apply personal locks and tags
  - iii. Verify zero-energy state before work begins
  - iv. Remove locks and tags only after work is complete
- d. Affected Employees
  - i. Understand the purpose of LOTO
  - ii. Never bypass, remove, or ignore locks or tags
  - iii. Report damaged or missing LOTO devices

## **V. Lockout / Tagout Procedures**

- a. Step 1: Preparation
  - i. Identify all energy sources
  - ii. Review the specific LOTO procedures
  - iii. Notify affected employees
- b. Shutdown
  - i. Shut down equipment using normal operating controls
- c. Isolation
  - i. Physically isolate all energy sources using disconnects, breakers, valves, or blocks
- d. Lock & Tag
  - i. Apply a personnel lock (one for each person conducting work) and tag to each energy-isolating device
  - ii. Locks must be uniquely keyed and identifiable
  - iii. Tags must include employee name, date, reason for lockout and contact information
- e. Release Stored Energy
  - i. Discharge capacitors
  - ii. Bleed air, hydraulic, or steam lines
  - iii. Block or secure moving parts
- f. Verification
  - i. Attempt to start equipment to confirm zero-energy state
  - ii. Return controls to “OFF” after verification

## **VI. Group Lockout**

- a. When multiple employees are involved:
  - i. A group lock box or hasp must be used
  - ii. Each authorized employee applies their own lock
  - iii. Equipment must not be re-energized until all locks are removed
  - iv. Only the person who placed the lock may remove it
    - 1. Unless emergency authorization has been approved

## **VII. Shift Changes**

- a. Lockout protection must remain continuous

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- b. Incoming employees must apply their locks before outgoing locks are removed

## **VIII. Outside Contractors**

- a. Contractors must be informed of facility LOTO requirements
- b. Coordination between contractor and facility LOTO programs is required
- c. Contracts must adhere to this program or equivalent compliant procedures

## **IX. Training Requirements**

- a. Authorized Employees
  - i. Energy sources and hazards
  - ii. Equipment-specific procedures
  - iii. Lock and tag application/removal
  - iv. Verification methods
- b. Affected Employees
  - i. Purpose and use of LOTO
  - ii. Prohibition against restarting locked equipment
- c. Retraining
  - i. When procedures change
  - ii. When new equipment is installed
  - iii. When deficiencies or violations are observed
  - iv. At least annually for authorized employees

## **X. Prohibited Practices**

- a. Using tags without locks when lockout is possible
- b. Sharing locks or keys
- c. Removing another employee's lock
- d. Bypassing guards or energy-isolating devices

## **XI. Emergency Lock Removal**

- a. Only permitted under strict controls:
  - i. Employee is unavailable
  - ii. Supervisor verifies employee is not on site
  - iii. All affected employees are notified
  - iv. Procedure is fully documented

## **XII. Program Review**

- a. The WBSO Lockout/Tagout Program will be reviewed and updated periodically by S&EA to determine effectiveness in preventing employee incidents and to maintain compliance with regulatory requirements.

**WARNER BROS. STUDIO OPERATIONS  
SAFETY & ENVIRONMENTAL AFFAIRS**



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## **Emergency Lock Removal Authorization Form**

### **General Information**

Date of Lock Removal: \_\_\_\_\_ Time of Lock Removal: \_\_\_\_\_  
Location / Department: \_\_\_\_\_ Equipment or Machine ID: \_\_\_\_\_

### **Employee Information**

Employee Whose Lock/Tag is Being Removed: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason Employee Cannot Remove Their Own Lock/Tag:

- Employee not on site
- Employee cannot be reached
- Employee incapacitated
- Other (explain): \_\_\_\_\_

### **Verification Steps**

Supervisor or authorized employee performing removal must initial each item:

- \_\_\_\_\_ Verified the employee is **not present on site**
- \_\_\_\_\_ Verified the employee is **not performing work** on the equipment
- \_\_\_\_\_ Verified that all **tools, parts, and obstructions** have been removed
- \_\_\_\_\_ Inspected equipment and **confirmed it is safe to re-energize**
- \_\_\_\_\_ Verified that **no other employees** remain exposed
- \_\_\_\_\_ Documented attempts to **contact the employee**

Description of contact attempts (times, methods, persons contacted):  
\_\_\_\_\_  
\_\_\_\_\_

### **Lock/Tag Information**

Lock/Tag Number: \_\_\_\_\_ Color/Type: \_\_\_\_\_ Was the Lock cut off? Y / N

If yes, describe method/tools used: \_\_\_\_\_

### **Authorization**

Removal of another employee's lock/tag must be authorized by management

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Post-Removal Notification**

Employee notification completed by: \_\_\_\_\_

Date/Time Employee Notified: \_\_\_\_\_ Notified via: \_\_\_\_\_