SUMMARY:

The purpose of this program is to establish a lock out/tagout procedure to ensure that any individual is protected on this campus while performing work on any equipment or machinery. This is to prevent any unexpected energizing of equipment or machinery while it is being serviced, cleaned or repaired on this campus.

POLICY:

I. PURPOSE

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A. Responsibilities

1. The following areas will be considered Affected departments/employees:
   a. Custodial
   b. Facilities Management
   c. Grounds
   d. ITS (Information Technology Services) Repairs & Renovations
   e. Paint & Signage
   f. Residence Life
   g. Faculty/Staff/Students

2. The following areas will be considered Authorized departments/employees:
   a. Electricians HVAC Staff Plumbers Mechanics
   b. Fire & Public Safety
B. Definitions

1. LOTO – Lockout / Tagout

2. Affected Employee – An employee whose job requires them to operate or use any machinery or equipment that could be in lockout / tagout for maintenance or repairs.

3. Authorized Employee – An employee or contractor that has been trained and authorized to lockout / tagout equipment or machinery to perform the necessary repairs to allow it to be operational again.

4. Energy Source – Any source or electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy.

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

6. Lock out – The placement of a lock out device on any energized equipment or machinery to keep it in a safe position and prevents the equipment or machinery from being energized.

7. Tag out – The use of warning tags that can be attached to any equipment or machinery to warn other employees/contractors that someone is working on this particular item and that it is not to be energized by anyone except for the individual that placed the warning tag. The individual that installed the warning tag is the only authorized person to remove the tag once the work is complete.

8. Lock out Device – A device that utilizes a lock and key to hold an energy isolating device in the safe position and prevents any machinery or equipment from being energized.

C. Procedures

The implementation of the lockout / tagout system shall be performed only by Authorized Employees. The Affected Employees shall be notified that the lockout / tagout procedure will be implemented in a specific area.

This established procedure for lockout / tagout procedure shall be as follows:

1. Prepare for shutdown - Before an authorized or affected employee turns off any machinery or equipment they should know they type of energy source that is involved. The appropriate authorized employee should assist in the possible hazards of the energy source.
2. Shutdown of Equipment or Machinery – The proper shutdown will be implemented to avoid any possible hazard to the employee as a result of the shutdown of the equipment or machinery.

3. Equipment or Machinery Isolation – All of the energized components of the equipment or machinery will be physically located and then operated to disconnect the equipment or machinery from its energy source.

4. Lockout / Tagout – Lockout / Tagout devices shall be fastened to each of the energy sources by an Authorized Employee. Lockout devices shall be attached at the energy source in a “safe” or “off” position. The Tagout devices shall be attached so that it clearly indicates that the energy source is in the “safe” or “off” position. Where the Tagout devices are used the energy source shall be capable of having a lock installed on the energy source. If a tagout cannot be installed on the energy source then it will be installed close enough that it will be obvious to anyone attempting to operate the equipment or machinery that it is not operational.

5. Stored Energy - Following the installation of a lockout device to an energy source it shall be verified that the stored energy is safe. If there is a possibility that the stored energy should reach a hazard level then it should be isolated before any work is begun.

6. Verify the Isolation – The Authorized Employee has to verify that the equipment or machinery is isolated and de-energized.

7. Release from Lockout or Tagout – Before the lockout or tagout devices are removed and the energy source is restored to the equipment or machinery the following procedure will be followed. The work area shall be inspected to ensure that all non-essential items have been removed from the equipment or machinery. The authorized employee shall check the work area to make sure that all employees are out of possible harm’s way or evacuated from the area before the lockout / tagout devices are removed.

8. Lockout or Tagout Device Removal - Each lockout or tagout device shall be removed from each of the energy sources that have been installed by the initial Authorized Employee. The only exception is under extreme circumstances that if the initial Authorized Employee is not available to remove the lockout / tagout then the initial Authorized Employee’s Supervisor MUST follow the following protocol:

   a. They will verify that the initial authorized employee that applied the lockout / tagout device is not in the area or available.

   b. Make all efforts to contact the initial authorized employee to let them know that the lockout / tagout device they installed has not been removed.

   c. Make sure that the initial authorized employee is informed that lockout
9. Test the Repaired Equipment or Machinery - In the event where a lockout / tagout device must be temporarily removed by the initial Authorized Employee from the energized equipment or machinery to test to see if it is now operational the following protocol shall be followed:

   a. Clear the equipment or machinery of all tools and materials
   b. Have all employees leave the area where the equipment or machinery is located
   c. Remove the lock out or tag out device
   d. Energize the equipment or machinery and begin the test sequence
   e. De-energize all of the systems and reapply the log out / tag out device.

10. Group Lockout / Tagout - When maintenance on any equipment or machinery requires work by more than one individual then they shall use the following procedure for the protection of all the individuals working at this same place. Each shall place their personal lockout or tagout device as follows:

   a. The application of a multi-lock device by the primary authorized employee to the energized device.
   b. The primary authorized employee attaching their lock to the multi-accepting device.
   c. Each authorized employee shall attach their personal lockout or tagout device to the multi-accepting device when they begin work and then they shall remove their personal lockout or tagout when they have completed their work.
   d. The primary authorized employee shall remove their lock on the multi-lock device when all of the work has been completed.

11. Personnel Changes – This is to ensure that there is a proper transfer of a lock out or tagout between an employee that has to leave the area and another employee will be taking their place to work on the equipment or machinery.

   The on-coming employee shall notify the off-going employee that they are ready to begin work on the equipment or machinery.
All of the lockout / tagout devices that are attached to the equipment or machinery will be removed and then replaced with the lockout / tagout device of the on-coming employee.

The Supervisor will be made aware of the change and coordinate the activities of the off-going employee and the on-coming employee so that the area is deemed safe.

D. Training

All Authorized Employees will be trained regarding the purpose of the energy control program. The program training will include the safe application, usage and removal of energy controls as described below.

Each authorized employee shall receive training in the recognition of the energy sources, the type and magnitude of the energy present in the workplace and the methods to isolate the energy control.

Each affected employee shall be instructed in the purpose and use of the energy control procedures.

All other employees whose work operations may be affected shall be instructed of the procedures and the regulations to attempt to start up any equipment or machinery that has a lock-out or tag-out device on it.

When tags out systems are used, the employees shall be trained in the following limitations of the actual tags:

Tags are essentially a warning device that is attached to the energized equipment or machinery but it does not provide the actual physical restraint that a lock out device does. When a tag is attached to something that can be energized then it is not to be removed without authorization of the Authorized Employee that installed the tag. This tag should never be bypassed, ignored or otherwise defeated.

Tags must be legible and understandable by all Authorized Employees, affected employees and all other employees who may be in the area.

Tags and their means of attachment must be made of materials that will withstand environmental conditions that are in the work place.

Tags must be securely attached to the energized equipment or machinery so that they cannot be inadvertently or accidentally detached during use.

Tags may evoke a false sense of security and their meaning needs to be understood as part of the overall energy control program.
Retraining shall take place when an authorized or affected employee has a change in their job duties. This could include the operation of different/new equipment or machinery that is on campus.