

ATTACHMENT A

LOCKOUT/TAGOUT PROCEDURES FOR BUILDING MAINTENANCE AND CONSTRUCTION PERSONNEL

A. General:

Lockout is the preferred method of isolating machines or equipment from energy sources. To assist BMC Shops, the following procedure that meets the requirements of OSHA standard, however, the following simple procedure is provided for use in both lockout and tagout programs. This procedure will be used when there are limited numbers or types of machine or equipment or there is a single power source. For more complex systems, the appropriate shop/section will develop a more comprehensive procedure, document and utilize. Each procedure will become part as an attachment to this procedural document.

B. Lockout or Tag out Procedures for Building Maintenance and Construction:

1. Purpose:

This procedure establishes the minimum requirements for the lockout or tagout of energy isolating devices. It shall be used to ensure the machine or equipment is isolated from all potentially hazardous energy, and locked out or tagged out before qualified personnel perform any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury.

2. Responsibility.

Personnel will be instructed in the safety significance of the lockout (or tagout) procedure by (Names or Job Titles of certified individuals authorized to lockout or tagout). Each new or transferred individual and other personnel whose work operations are or may be in the area shall be instructed in the purpose and use of the lockout and tag out procedures during initial job safety briefing.

3. Preparation for Lockout or tagout.

A survey to locate and identify all machines and equipment requiring lockout or tagout procedures will be made and be included in this procedural document. All isolating devices will be located and identified to be certain which switches, valves, or other energy isolating devices apply to the machines and equipment to be locked or tagged out. This information will be included in the preventive maintenance schedule for each machine or equipment item. More than one energy source (electrical, mechanical, or others) may be involved. (List types and locations of energy isolating device for each machine or equipment).

NOTE: Machines or other equipment using a simple wall plug as the power source are not included as long as the supervisor or operator controls the plug.

4. Sequence of Lockout or Tagout System Procedure:

- a. Notify all personnel that a lockout or tag out system is going to be utilized and the reason. Ensure the individual knows the type and magnitude of energy that the machine or equipment utilizes and understands the hazards it presents.
- b. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.)
- c. Operate the switch, valve, or other energy isolating devices so the equipment is isolated from its energy sources. Dissipate or restrain stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) by methods such as repositioning, blocking, bleeding down, etc. *(List and include in this document the types of stored energy and methods used to dissipate or restrain.)*
- d. Lockout or tagout the energy isolating devices with assigned individual locks or tags (methods selected; i.e., locks, tags additional safety measures, etc.).
- e. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate *(types of equipment checked to ensure disconnection)*. CAUTION: Return operating controls to “neutral” or “off” position after the test.
- f. The equipment is now locked out or tagged out.

5. Restoring Machines or Equipment to Normal Production Operations:

- a. After the servicing or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure no one is exposed.
- b. After all tools have been removed from the machine or equipment, guards have been reinstalled, and personnel are in the clear, remove all lockout or tagout devices. Notify appropriate personnel that the locks or tags have been removed and the equipment is in service. Operate the energy isolating devices to restore energy to the machine or equipment.

6. Procedure Involving More Than One Person.

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his or her own personal lockout device or tagout device on the energy isolating devices. When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) will be used.

7. Basic Rules for Using Lockout or Tag out System Procedures.

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Personnel will not attempt to operate any switch, valve, or other energy-isolating device when it is locked or tagged out.