

# LOCKOUT AND TAGOUT POLICY

## BUILDING MAINTENANCE AND CONSTRUCTION

### ADDENDUM

#### Specifications for and Usage of Lockout and Tagout Devices:

##### 1. Procedures:

Only designated supervisors, operators, or maintenance personnel will perform lockout and tagout procedures. The supervisor of lockout or tagout devices will notify personnel in the area not directly affected by the operation or shutdown of the machine or equipment. Notification will be given before the controls are applied and after they are removed from the machine or equipment. The established procedures for the application of locks or tags will cover the following elements and be performed in the following order. (See Attachment 1 for procedures.)

- a. Before a supervisor or the operator turns off a machine or equipment, they will have knowledge of the type and magnitude of the energy source, the hazards of the energy source to be controlled, and the method or means to control the energy source.
- b. The machine or equipment will be turned off or shut down using the manufacturer's normal stopping and shutdown procedures (depress stop button, open toggle switch, close shut off valve, etc.). A machine or other equipment using a simple wall plug as the power source will be unplugged, tagged with an "**Out Of Order**" tag, and controlled by the supervisor or operator.
- c. All energy-isolating devices that are needed to control the energy to the machine or equipment will be used.
  - (1) The initial lockout or tagout devices will be attached to each energy-isolating device by the supervisor or the designated representative. Any additional qualified personnel who perform maintenance on the machine or equipment will apply their lock during the performance of their maintenance activity.
  - (2) Lockout or tagout devices, where used, will be attached in a manner that will hold the energy isolating devices in a "safe" or "off" position.

- (3) Tagout devices or “**Danger**” or “**Do Not Start**” tags used with energy isolating devices designed with the capability of being locked will be attached at the same point as the lock. In cases where energy isolating devices cannot be locked because of design, tagout devices will be attached. The tag will be secured with a self-locking and non-releasable attachment with a minimum unlocking strength of no less than 50 (fifty) pounds; for example, a nylon or plastic cable tie-off strap. These devices will be attached in such a manner as to interfere with the operation of energy isolating devices.
- (4) Where a tag cannot be attached directly to the energy isolating device, the tag shall be located as close as safely possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.

**NOTE:** When major replacement, repair, renovation, or modification of machines or equipment is performed, or when new machines or equipment are installed, energy isolating devices for such machines or equipment will be designed to accept a lockout device.

- d. Once the system is locked or tagged out, all potentially hazardous stored or residual energy will be relieved, disconnected, or restrained.
- e. Prior to starting work on machinery or equipment that has been locked out or tagged out, the supervisor or designated representative will verify that the machine or equipment has been de-energized or isolated. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation will be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.
- f. Before restoring machines and equipment to service, the supervisor or designated representative will:
  - (1) Ensure all personnel, tools, and maintenance or servicing equipment has been removed and guards have been reinstalled.
  - (2) Notify personnel the locks or tags have been removed and equipment is in service.
  - (3) Remove all locks or tags and restore the energy-isolating device to the “ON” position.

- g. Whenever it becomes necessary to remove lockout or tagout devices to temporarily start up machines or equipment for testing or component repositioning, restoration procedures will be performed according to instructions in paragraph 1. or in Attachment 1, paragraph 5. Immediately upon completion of the testing or repositioning procedures, the affected machines or equipment will be locked or tagged out according to instructions in paragraph 1. or Attachment 1, paragraph 4.
  - h. Specific procedures will be used during shift or personnel changes to ensure the continuity of lockout or tagout protection. This includes a provision for the orderly transfer of these devices between off-going and on-coming supervisors, to minimize exposure to hazards from the unexpected energization, start-up, or release of stored energy from machines or equipment. On-coming supervisors will be required to “lock-on” before the off-going supervisor will “lock-off.” Where the machine or equipment is out of service for an extended period of time, there is no requirement to transfer the locks and tags during each shift change.
2. Training:
- a. Training will be provided to ensure the purpose and function of the lockout and tagout programs are understood by supervisors, operators, and qualified equipment maintenance personnel and that the knowledge and skills required for safe usage of lockout and tagout procedures included in Attachment 1 are understood. The training will include the following:
    - (1) Each supervisor, operator, or any qualified equipment maintenance person will receive initial job training on the type and magnitude of applicable energy sources, the methods and means necessary for energy isolation and control, and the use of the lockout and tagout procedures.
    - (2) All other personnel whose duties are or may be in an area where lockout and tagout procedures are being used will be briefed on the program during the initial job safety briefing.
  - b. When lockout or tagout procedures are used, supervisors, operators, or any qualified equipment maintenance personnel will also receive initial job training on the following use of locks and tags:
    - (1) Tags are essentially warning devices attached to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
    - (2) When a lock or tag is attached to an energy-isolating device, only the person, supervisor, or the designated representative who initially installed the lock or tag can remove it, and it can never be bypassed, ignored, or otherwise defeated.

- (3) Tags may cause a false sense of security, and their use and limitations need to be understood as part of the overall energy control program.
- (4) Tags will be securely attached so they cannot be inadvertently or accidentally detached during use.

Retraining will be provided for supervisors, operators, and qualified equipment maintenance personnel at least annually or when there is a change in job assignments, a change in machines or equipment, processes that present a new hazard, or when there is a change in the lockout or tagout procedures. Additional retraining shall also be conducted whenever a periodic inspection reveals there are deviations from, or inadequacies in, the supervisor, operator, or qualified equipment maintenance personnel's knowledge or use of the lockout or tagout procedures.

- c. All training shall be certified, documented, and kept up to date. The certification shall contain each individual's name and dates of training. This training shall be documented with department safety office and personnel file. When using a computerized information management system, the training may be documented in the training subsystem.

3. Inspection(s):

The Assistant Director for Building Maintenance and Construction will ensure compliance with all program elements and will conduct periodic self-inspections. The self-inspection will include as a minimum, the identification of the machines and equipment on which the lockout and tagout program is used, a review of each person's responsibilities under the program, and verification that all necessary training has been conducted and documented. The self-inspection will be documented to include the date of the inspection.

4. Tags Prescribed:

- a. Danger Tag,
- b. Caution Tag,
- c. Out of Order Tag, and
- d. Do Not Start Tag.

**RESPONSIBILITIES**

POSITION  
Director for Building  
Maintenance & Construction

SECTION  
Review

MONTH  
Sept  
(EY)

Approved: \_\_\_\_\_  
Reviewer

Approved: \_\_\_\_\_  
Managing Director for Physical Plant