

LOCKOUT AND TAGOUT POLICY

Engineering Services

ADDENDUM

1. References

- a. Occupational Safety and Health Act Regulation 1910.147, "The Control of Hazardous Energy (Lockout/Tagout).
- b. Chapter XVII §1910.306(c); Elevators, dumbwaiters, escalators 29CFR and moving walks – disconnecting means.

2. General Policy

Except for elevators (refer to paragraph 4), it will be the policy of Engineering Services to coordinate any needed tagout/lockout with the Utilities and/or Building Maintenance & Construction Sections. Engineering Services will request safe condition, lock out and tag out the equipment, and when the necessary work is completed, to return the equipment to its normal condition and remove the lock(s) and tag(s).

3. Responsibility

The Physical Plant Elevator Inspector (PPEI) has responsibility for lockout/tagout of elevators. In the event that the PPEI is absent or unavailable, the Senior/Project Engineer or the Associate Director of Physical Plant Engineering Services will be responsible for lockout/tagout of elevators.

4. Procedure to Remove Elevators from Service:

- a. Elevator shall be locked out and/or tagged out if:
 - (1) Any person is required to remove or bypass a guard or other safety device during service and maintenance,
 - (2) An associated danger zone exists during a machine operating cycle, or
 - (3) Any person is required to place any body part into an area of the machinery or equipment (e.g., elevator shaft, pit, cab area, machine room, etc.) that could cause injury if it is activated.

- (4) Exception: An elevator professional whose primary occupation is elevator installation, inspection, or service is exempted from lockout/tagout procedures if the operation of the elevator must be maintained during the performance of his/her duties such as inspections and functional tests. Non-elevator professionals may be exempted if accompanied by an elevator professional and only when it is absolutely necessary that the elevator remain energized for the work to be performed.
- b. The individual who determines that a system requires lockout/tagout will initiate all paperwork and will:
 - (1) Survey the system to determine and ensure how to isolate the required section, always attempting to attain two-point safety lockout protection.
 - (2) Fill out and sign as appropriate the Danger (Attachment A) tag(s) and/or the Equipment Out of Service sheet (Attachment B).
 - (3) Have the on-site foreman and/or superintendent sign the sheet after verifying all information.
- c. The Physical Plant Elevator Inspector (PPEI) will review and sign the sheet after verifying that the tags are adequate for the work to be performed.
- d. The foreman/superintendent will inform all on-site and other affected personnel that a lockout/tagout procedure is to be performed and the reason for it.
- e. After obtaining all required signatures and informing affected personnel, the initiator will place the tags in the appropriate location(s), ensuring the valves, breakers, disconnects, etc. are in the proper position with the tags securely attached and appropriate equipment to be locked out, if any, is locked.
- f. The initiator will return the Equipment Out of Service sheet to the PPEI who will verify the position of the valves, breakers, disconnects, etc. as well as the placement of the appropriate tags and locks. The Equipment Out of Service sheet will be filed with the PPEI.
- g. The PPEI will place the Multiple Padlocks Lockout Hasp on the equipment, disconnect, or breaker as appropriate. The PPEI and each individual who works on the equipment or enters the hazardous space will each put a separate lock on the hasp. The key to each lock shall remain in the custody of the individual who placed the lock on the hasp and only that individual may remove the lock. The PPEI will supply the necessary locks and keys, which can also be checked out from the Physical Plant Lock Shop.

- h. The project foreman or designated representative will attempt to start and/or operate the elevator to ensure that it has been isolated from its energy source.
- i. The project foreman or designated representative will return the elevator to its de-energized, safe condition.
- j. Work may commence.

5. Procedure to Return an Elevator to Service

- a. Initiator obtains the original Equipment Out of Service sheet from the PPEI along with signatures from:
 - (1) PPEI
 - (2) Superintendent and/or foreman
- b. The foreman will inform all affected personnel that the machinery or equipment is about to go back into service.
- c. Each key holder for a lock on the lockout hasp(s) will verify that it is safe for the equipment to be returned to normal service, and when verification is complete, remove his/her lock(s) from the hasp(s).
- d. The initiator will remove all tags and return the valves, breakers, etc. to the normal position, sign the sheet stating that all tags have been removed, and return the sheet and tags to the foreman/superintendent.
- e. The foreman/superintendent will verify the removal of all tags and locks, return of the system to normal, and sign the sheet signifying this verification. Locks and hasps will be returned to the PPEI.
- f. After verification that all tags are present and signatures obtained, the foreman/superintendent will destroy all tags and route the original Equipment Out of Service sheet to the PPEI for final signature and file.

6. Safety

Since the objective of this instruction is for safety of plant personnel and equipment, no violation of this procedure or tagged out system, component, valve, disconnect, or breaker will be tolerated and any violation will be cause for disciplinary action.

7. Exception

In the event of an emergency or the request to test equipment after maintenance, specific prior permission must be obtained from the PPEI to operate any equipment without proper removal of the tags. The Associate Director for Physical Plant Engineering Services or Manager Engineering Services may grant permission in the PPEI's absence. This authority can be delegated no further.

8. Training

No employee shall prepare, initiate, or verify the placement of Danger or Caution tags without completion of training in the procedures as detailed in this OP.

9. Inspections

Elevator lockout/tagout procedures should be inspected at least annually for the purpose of ensuring that the requirements of this OP are being met. An authorized employee other than the employee who normally uses the machinery or equipment or performs the lockout/tagout procedure will conduct each inspection. After each inspection the supervisor shall certify that the inspection has been completed.

RESPONSIBILITIES

<u>POSITION</u>	<u>SECTION</u>	<u>MONTH</u>
Associate Director for Physical Plant Engineering Services	Review	Sept

Approved: _____
Reviewer

Approved: _____
Managing Director for Physical Plant