

# HAZARDOUS ENERGY LOCK-OUT/TAG-OUT PROCEDURES

**Purpose:** To establish a standard procedure and program to place "lock-out devices" or "tag-out devices" on machinery or equipment or otherwise disabled machinery or equipment being serviced to prevent the unexpected energizing, start-up or release, of stored energy in order to prevent injury or death.

## **Tag-out Procedures:**

1. Standard tag-out devices will be adopted for use by all maintenance staff. These are to be utilized whenever it is not possible to isolate and render inoperative the machine or equipment to be serviced or maintained.
2. Whenever possible, tag-out devices will be attached at the same location a lock-out device would have been attached, and in such a manner as will clearly indicate that the operation or movement of energy supply has been isolated.
3. These will be attached with a cable tie or equivalent of no less than fifty pounds locking strength.
4. The identity of the employee applying the label will be indicated on the tag-out device. The device will warn against hazardous conditions if the machine is energized.
5. The use of tag-out devices will be recorded in the daily journal or tag-out log. The journal/log will include the time the equipment or machine is tagged out of commission, the name of the authorizing employee and purpose for which the machine or equipment is being tagged out.
6. Following the installation of a tag-out device, an employee will verify the machinery is in fact disconnected or safe to work on.
7. Only the employee who has installed the tag-out device is authorized to remove it. The journal/log will be noted to show when the machine or equipment was restored to operation.

## **Lock-out Procedures:**

1. Lock-out devices utilize a positive means such as a lock, either key or combination type. Lock-out devices will be substantial enough to prevent removal without the use of excessive force or unusual techniques.
2. Lock-out devices will indicate the identity of the person applying the device.

3. Lock-out devices will be uniquely identified and will be the only devices used for this purpose and will be capable of withstanding the environment to which they are exposed.
4. Lock-out devices will be affixed in a manner that will secure the energy isolating device in a "safe (non-operational) or off" position.
5. Use of the lock-out device will be recorded in the daily journal or tag-out log indicating who the authorizing employee is, the machine/equipment affected, and the time the lock-out device was installed.
6. After ensuring that no personnel are exposed(at risk) 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.
7. If more than one employee is working on a piece of machinery, a multiple lock-out device will be used. Each employee will attach his/her own lock and identify it with their name.
8. Only the authorized employee can remove lock-out devices he/she has placed on the equipment. The journal/log will be annotated to show when the machine or equipment was restored to operational status.
9. Annual inspection by the department director will be made to ensure compliance with the OSHA hazardous energy control rule. The inspection will be documented and shared with the facility administration.

**Training:** Each manager will have a training program for all environmental services employees. Training will be documented and included as an annual retraining item for all Environmental Services employees. All new employees will receive this training as part of their orientation training. Whenever new machinery or equipment is added, processes changed or assignments changed, retraining will take place. Attached is a list of those authorized to use lock-out /tag-out devices.

**Authorized Employees Lock-out/Tag-out**

- Environmental Services Director
- Environmental Services Associate Director
- Custodial Associate Director
- Grounds Associate Director

All employees of the following maintenance areas:

- Carpenters/Painters/Locksmith
- Electricians/Temperature Control
- Construction
- Power House
- Grounds
- Transportation
- Steamfitters/Plumbers

Designated custodial employees:

- Supervisors
- Preventative Maintenance

