



ADMINISTRATIVE POLICY

Policy Type:	Lockout/Tagout Policy
Policy Number:	1902
Date Adopted:	03/16/2022
Version:	1.0
Review Cycle:	Annually
Date Last Reviewed:	03/16/2022
Office Responsible:	Facilities
Reviewing Committee:	
Related Policies:	

Purpose: To protect employees who must do service or maintenance on machines or equipment. To also protect employees in the area where equipment is being serviced who could be injured by an unexpected start-up or release of hazardous energy.

Scope: This policy applies to all Jackson College employees who may be exposed to hazardous energy during service or maintenance work.

Definitions:

Affected Employee: A person who uses equipment that is being serviced under lockout or tagout procedures, or who works in an area where equipment is being serviced.

Authorized Employee: A person who locks out or tags out equipment to do service or maintenance work. An affected employee becomes an authorized employee when that employee's duties include service or maintenance work on equipment.

"Capable of being locked out": An energy-isolating device that has any of the following:

- A hasp or other means of attachment to which or through which a lock can be affixed.
- A locking mechanism built into the equipment or machine.
- The ability to lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy-control capability.

Energized: Connected to energy source or containing potential energy.

Energy-isolation device: A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

Hazardous energy: Any of the types of energy existing at a level or quantity that could be harmful to workers or cause injury through inadvertent release or start-up of equipment.

Lockout device: Any device that uses positive means, such as a lock, blank flanges and bolted slip blinds, to hold an energy-isolating device in a safe position, thereby preventing the energizing of machinery or equipment.

Lockout/Tagout: Placing a lockout device and tag on an energy-isolating device, per the procedure, to ensure the energy-isolation device and equipment it controls cannot be operated until the lockout device and tag are removed.

Other Employee: An employee whose work operations are or may be in an area where energy control procedures may be utilized.

Tag: A prominent warning sign that can be securely fastened to a lockout device or energy-isolating device to indicate that the equipment it controls cannot be operated until the tag and lockout device is removed.

Policy: This policy establishes minimum performance requirements for the control of such potentially hazardous conditions and will ensure that machinery or equipment is stopped, isolated from all hazardous energy sources, and properly locked and tagged out. Service or maintenance includes erecting, installing, constructing, repairing, adjusting, inspecting, unjamming, setting up, trouble-shooting, testing, cleaning, and dismantling machines, equipment or processes.

General Information: All equipment and machinery shall be locked out or tagged out to protect employees against accidental or inadvertent operation during any servicing or maintenance activity. Lockout/tagout is the best and preferred method of isolation for machines or equipment from energy sources and shall be used whenever possible. Any employee operating or attempting to operate or otherwise tampering with any switch, valve or other energy-isolating device that is locked or tagged out will be disciplined.

Lockout/tagout devices must be singularly identified and must indicate the identity of the employee applying the device. Lockout/tagout devices shall not be used for any other purpose. Durable lockout/tagout devices must be capable of withstanding the environment to which they are exposed for the maximum period that exposure is expected. Lockout/tagout devices must be strong enough that they cannot be removed inadvertently. A tag must be attached with a single-use, self-locking material such as nylon cable tie.

Any employee who sees a lockout/tagout device must be able to recognize who attached it and its purpose. Each lock must have a unique key or combination.

Jackson College shall provide locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners or other hardware, as applicable, for isolation, securing, or blocking machines or equipment.

Outside Contractors performing work at Jackson College shall be made aware of and adhere to this policy. The use of their company issued lockout/tagout devices shall be allowed, given they are properly labeled with company name, employee name, and contact information.

Employer and employee responsibilities:

Director of Facilities:

1. Shall enforce the use of lockout/tagout devices when employees do service or maintenance work and may be exposed to hazardous energy.
2. Shall maintain awareness of all aspects of the lockout/tagout policy.
3. Shall ensure that all employees under their supervision understand the requirements for compliance with this policy and are made aware of the lockout/tagout procedures.
4. Shall certify that the periodic inspections have been performed.
5. Shall designate an authorized employee to be the Lockout/Tagout Trainer

Designated Lockout/Tagout Trainer:

1. Shall provide necessary employee training for lockout/tagout procedures annually.
2. Shall conduct periodic inspection of the energy control procedures annually to ensure that the procedures and requirements of this policy are being followed.
3. Shall provide documentation to the Director when training, and inspections have been completed.

Employees

1. Employees who do service and maintenance work must follow the lockout/tagout procedures described in this policy.
2. Employees who work in areas where lockout/tagout procedures are used must understand the purpose of the procedures and are prohibited from attempting to restart machines or equipment that are locked/tagged out.
3. Only authorized employees shall perform implementation of lockout/tagout.

Procedures:

Initiating Lockout/Tagout

1. Inform all authorized, affected, and other employees via email that service or maintenance is required on a machine or equipment and must be shut down and locked out to perform the servicing or maintenance.
2. Obtain a lock and tag located in the Campus Service Building. If the machine or piece of equipment cannot be locked out, a tag shall be attached, and the procedures remain the same. *Note: As of Jan. 2nd, 1990, whenever replacement, major repair, renovation, or modification of a machine or piece of equipment is performed, and whenever new equipment or machines are installed, it shall be capable of accepting a lockout device.*
3. Sign out the lock and tag on the Lockout/Tagout Log, filling out all requested information including what machine or equipment is being locked out and the location.
4. The authorized employee shall fill out tag with name, number, and date tagged.
5. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
6. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
7. Lock out the energy isolating device(s) and attach labeled tag.

8. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
9. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate. Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.
10. The machine or equipment shall now be considered locked out.

Removing Lockout/Tagout

1. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees are safely positioned or removed from area.
3. Verify that the controls are in neutral.
4. The authorized employee that implemented the Lockout/Tagout can now remove that lockout devices and tags. If the Lockout/Tagout devices need to be removed in the absence of that employee, every attempt shall be made to contact them. If all attempts fail, another authorized employee can remove the devices only if the information is known on the status of the maintenance or repair. The authorized employee that implemented the Lockout/Tagout shall be notified of the device removal immediately upon returning to work.
5. Reenergize the machine or equipment.
6. Notify all authorized, affected, and other employees that the servicing or maintenance is complete, and the machine or equipment is ready for use.
7. Return lock out device and tag to the Campus Services building.
8. Sign the Lockout/Tagout Log stating that maintenance is complete.

References: The OSHA standard for The Control of Hazardous Energy (Lockout/Tagout), Title 29 Code of Federal Regulations (CFR) Part 1910.147, addresses the practices and procedures necessary to disable machinery or equipment, thereby preventing the release of hazardous energy while employees perform service and maintenance activities. In addition, 29 CFR 1910.333 sets forth requirements to protect employees working on electric circuits and equipment. This section requires workers to use safe work practices, including lockout and tagging procedures. These provisions apply when employees are exposed to electrical hazards while working on, near, or with conductors or systems that use electric energy.

Change Log:

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
03/17/2022	Initial Release	J Valente