

**Union County Public Schools
Facilities Department**

Lockout/Tagout Program

Purpose

This program is to inform each employee of the lockout/tagout system for the lockout and tagout of energy-isolating devices and its intent to protect employees from potentially hazardous energy. The lockout/tagout program will cover the necessary safety precautions and procedures for servicing and maintenance of machines and equipment in which the unexpected energization or start up, or release of stored energy could cause injury to employees in compliance with OSHA standard 1910.147.

Hazardous energy includes electrical, mechanical, hydraulic, pneumatic, chemical, and thermal.

Policy

This energy control program is intended to be used as a system-wide procedure for isolating all potentially hazardous energy before employees perform servicing and maintenance activities where unexpected energization, start up, or release of energy could cause injury. It is the policy of Union County Public Schools to use both lockout and tagout procedures. Each employee, authorized, affected, or other, shall receive training on lockout/tagout procedures. Periodic inspections will be conducted by an authorized employee at least annually to ensure procedures and requirements are being followed.

Definitions

Affected Employee – An employee whose job requires him/her to operator or use equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which servicing or maintenance is being performed.

Authorized Employee – A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or piece of equipment.

Energized – Connected to an energy source or containing residual or stored energy.

Energy-Isolating Device – A mechanical device that physically prevents the transmission or release of energy including, but not limited to, a manually operating circuit breaker or a disconnect switch.

Energy Source – Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Lockout – The placement of a lockout device on an energy-isolating device ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout Device – A device that utilizes a positive means, such as a lock, to hold an energy-isolating device in the safe position and prevent the energizing of a machine or equipment.

Tagout – The placement of a tagout device on an energy-isolating device to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout Device – A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy-isolating device to indicate that the energy-isolative device and the equipment being controlled may not be operated until the tagout device is removed.

Procedures

1. Only trained, authorized employees can utilize lockout/tag out procedures and devices. If an energy-isolation device is not capable of being locked out, then the tagout device must be used.
2. The authorized employee will notify all affected employees that lockout/tagout is to be used and the reason for its use.
3. The equipment must be shut down by normal procedures.
4. Each energy-isolating device must be located and used to isolate the equipment from the energy source(s). Affix appropriate lockout/tagout device as necessary.
5. Relieve all stored or residual energy and take appropriate measures to ensure it does not reaccumulate. Affix the appropriate lockout/tagout device as necessary.
6. Equipment maintenance can be performed when the authorized employee verifies energy isolation and relief of stored energy and ensures employees will not be exposed to hazardous energy.

7. When servicing, maintenance, or repair is complete and the equipment is ready for start-up, the authorized employee will ensure that:
 - a. No one is exposed to the equipment
 - b. All tools have been removed
 - c. Guards have been reinstalled
 - d. There are no exposed electrical wires
 - e. He/she is satisfied with safe start-up.
8. Notify all affected employees that the lockout/tag out is complete.
9. Removal of lockout/tagout devices shall only be performed by the authorized employee who placed the lockout/tagout device on the energy isolating device.

Group Lockout/Tagout

When a lockout/tagout job involves numerous lockout/tagout devices and many employees, a group lockout/tagout device may be used. A group coordinator must be designated by supervision for a group lockout/tagout. The group coordinator must ensure that each authorized employee places their personal lockout/tagout device on the energy-isolating device(s), places their device on a multiple lockout/tagout device, or secures their personal lock to a multiple-lock lockout box or cabinet which holds the key to the single lock on the energy-isolating device.

Lockout/Tagout Device Removal by Employer

When it becomes necessary to remove the lockout/tagout device(s) of an employee who is unavailable, removal can be authorized only by the supervisor and only under the following conditions:

1. Identify the authorized employee whose device is being removed and that the employee is not located in the facility
2. Document all reasonable efforts made to locate the employee
3. Document the action taken to ensure that the employee knows their device was removed prior to him/her resuming work.

Contractors

UCPS and outside contractors must inform each other of their respective lockout/tagout procedures. Union County Public Schools will ensure its employees will adhere to the restrictions and prohibitions of the contractor's program. If maintenance, service, or repair requires energy control procedures, the contractor must appoint an employee to serve as the contractor's authorized employee to communicate with the appropriate UCPS supervisor.

Devices

Standardized, cohesive lockout/tagout devices will be supplied to employees by Union County Public Schools. Devices are intended for the sole use of the employee to which they are provided and will be identified with the employee's name. Lockout/tagout devices shall not be used for any other purpose other than lockout/tagout procedures. All devices shall be durable in nature and capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected. Tagout devices shall be able to withstand exposure to weather conditions or wet and damp locations without becoming deteriorated and illegible.

Training

Each employee must be trained on lockout/tagout procedures used by Union County Public Schools. Each employee must know that lockout/tagout is used to protect employees against hazardous energy from unintentional operation of equipment and must understand that he or she must never attempt to operate an energy-isolating device when it is locked or tagged. Employees must be trained within ten days of a job assignment that would entail the possibility of use of lockout/tagout procedures. Employees must be retrained if there is a change in job assignment, a change in machinery or equipment that presents a new hazard, a change in energy control procedures, or as determined by management when a periodic inspection reveals there are deviations or inadequacies in the employee's knowledge or use of energy control procedures.

Training and retraining for authorized employees must include:

1. How to recognize hazardous energy sources and types of energy used on machinery and/or equipment to which employees are exposed
2. Purpose and use of lockout/tagout procedures
3. Steps for shutting down, isolating, blocking, and securing equipment to which the employee will be exposed
4. Steps for placement, removal and transfer of lockout/tagout devices and the division of responsibility for accomplishing those tasks
5. Requirements for testing to determine and verify effectiveness of lockout/tagout devices
6. The proper use and limitations of tags

Training and retraining for affected employees must include:

1. The purpose and use of lockout/tagout procedures

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Training and retraining for other employees must include:

1. Purpose of the procedure
2. Prohibition of attempts to restart or reenergize machines and equipment under lockout/tagout

Training and retraining must be documented and maintained for the length of employment for each employee.

Periodic Inspection

Periodic inspections for each procedure must be performed at least annually to ensure that energy control procedures continue to be implemented properly and that employees are familiar with their responsibilities under those procedures. Periodic inspections are to be performed by an authorized employee other than the employee using the energy control procedure utilizing the iAuditor cell phone app. Certification of periodic inspections will include the machine or equipment on which the lockout/tagout is being performed, date of inspection, employees included in the procedure, the name of the employee conducting the inspection, and a review of procedures with each authorized employee. Inspections shall be emailed via the iAuditor app to the Facilities Safety Administrator to be kept on file.

