



LOCKOUT/TAGOUT PLAN

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Office of Police and Safety
323-0255

Lockout Tagout Plan

Purpose

In accordance with OSHA standard 29 CFR 1910.147, Northeast State strives to create a safe working environment by implementing sound lockout/tagout procedures. These procedures are designed to prevent injury or death to personnel by requiring that certain precautions are taken before servicing or repairing powered equipment or performing work on utility systems. This includes shutting off and locking out the electrical power source to the equipment and all pneumatic or hydraulic systems associated with the equipment. All pneumatic and hydraulic systems must have the pressure released and also be locked out, if possible, or the controls tagged out. In addition, a danger tag will be placed on the equipment at the power source.

A. Types of Energy Sources

- Electrical
- Mechanical
- Hydraulic
- Pneumatic
- Steam
- Hot water
- Compressed air
- Gravity

B. Activities Requiring Lockout/Tagout Procedures

- Installing
- Construction
- Repairing
- Adjusting
- Cleaning
- Inspecting
- Erecting
- Servicing
- Unjamming
- Part replacement
- Renovation

C. Scope

This procedure applies to:

- All employees whose duties require them to service, repair, or perform work on power equipment or utility systems.
- All contractors performing service, repair, or other work on power equipment or utility systems.

D. General Application

Northeast State recognizes its responsibility to establish a safety policy on lockout/tagout procedures to assist in preventing accidents. This policy includes:

- Responsibilities
- Rules and Regulations
- Employee Training

All employees of Northeast State, contractors, and students will follow these safety lockout/tagout procedures where applicable. Whenever major repairs, replacement, or modification of equipment, machines, or utility systems is performed and when new equipment, machines, or utility systems are installed, energy isolation devices must be designed to accept lockout and tagout devices.

E. Responsibilities

The Director of Plant Operations, Dean of Technical Education, and the Press Room Supervisor will develop written procedures and obtain supplies that, at a minimum, incorporate the following guidelines:

- Educate employees on an annual basis.
- Educate students the beginning of each semester.
- Provide the necessary equipment to implement this policy.
- Keep an inventory of lockout/tagout equipment.
- Ensure training is conducted and documented in accordance with the procedures outlined below.
- Retain the master key to remove locks under certain conditions.
- Issue locks and/or tags to designated personnel and verify a written monthly audit is conducted.

F. Procedures

Any employee whose duties expose him/her or fellow workers to hazards associated with maintenance of equipment or utility systems must ensure safety by taking the required lockout/tagout steps outlined below for personal protection.

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2. The authorized employee shall identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
5. Lock out the energy isolating device(s) with assigned individual lock(s).
6. 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.
7. 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.
8. Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.
9. The machine or equipment is now locked out.
10. "Restoring Equipment to Service." When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.
11. 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.
12. Check the work area to ensure that all employees have been safely positioned or removed from the area.
13. Verify that the controls are in neutral.
14. Remove the lockout devices and reenergize the machine or equipment.
Note: The removal of some forms of blocking may require reenergization of the machine before safe removal.
15. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use

G. Audits

The director of Plant Operations, assistant director of Plant Operations, dean of Technical Education, Press Room Supervisor or their designee will review any lockout/tagout permits issued monthly and spot check jobs during the month to ensure the above procedures are being followed. A log will be maintained of spot checks conducted and the completed permits retained for two years.

H. Training of Personnel

1. All employees will receive initial training prior to performing any Lockout/tagout operations.
2. Employees who perform lockout/tagout will receive refresher training on an annual basis.
3. Training records will be maintained by the department supervisor on all employees for five years after employment with Northeast State.

