

LOCKOUT TAGOUT PROGRAM

FOR

TOWN OF LAFAYETTE HIGHWAY DEPARTMENT

Purpose:

This program establishes the minimum requirements for the lockout or tagout of energy isolating devices. It shall be used to ensure that the machine or equipment are isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.

Definitions:

Affected Employee – An employee whose job requires them to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires them to work in an area in which such servicing or maintenance is being performed.

Authorized Employee – An employee who locks or implements a tagout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or equipment which must be locked or tagout system implemented.

Responsibility:

All employees shall be instructed in the safety significance of the lockout (or tagout) program. Only Town of LaFayette personnel are authorized to perform lockout or tagout. Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of lockout or tagout procedures.

Note: All authorized employees must be listed. (appendix C).

Preparation for Lockout or Tagout:

Identify the machinery or equipment requiring maintenance or repair. Check Appendix A to insure that machine or equipment does have detailed procedures for locking and/or tagging of the equipment. If not, refer to the equipment service manual or make a survey of the equipment to determine the procedures required to insure lockout/tagout will result in an energy free state.

Cord and plug connected equipment and machinery do not require lockout-tagout procedures as long as the attachment cord and plug has been disconnected and is under the sole control of the individual performing maintenance/repairs.

When all of the following exceptions are met, specific equipment and machinery is not required to have detailed lockout-tagout procedures:

- 1) The machine or equipment has no potential for stored or residual energy or reaccumulation of energy after equipment is shut down.
- 2) Machine or equipment has a single energy source which can be readily identified and isolated.
- 3) Isolation and locking out of the energy source shall completely de-energize and de-activate the machine or equipment.
- 4) The machine or equipment is isolated from that energy source and locked out during servicing and maintenance.
- 5) A single lockout device will achieve a locked out condition.
- 6) The lockout device is under the exclusive control of the authorized employee performing the servicing.
- 7) The servicing or maintenance does not create hazards for other employees.
- 8) The Employer, in using this exception to the standard has no accidents involving the unexpected activation or re-energization of the equipment during servicing.

Machinery and Equipment requiring Detailed Procedures, and those procedures, can be found in Appendix A to this Program.

**AUTHORIZED EMPLOYEE MUST CHECK FOR ELECTRICAL
DE-ENERGIZATION OF ELECTRICAL CIRCUITS AND EQUIPMENT
BY USE OF AN ELECTRICAL TESTING DEVICE**

Additionally electrical lockout tagout must comply with 29CFR1910.333(b), attached as APPENDIX B to this program.

Restoring Machines or Equipment to Normal Production Operations:

- (1) After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machine(s) or equipment to ensure that no one is exposed.
- (2) After all tools have been removed from the machine or equipment, guards have been re-installed and employees are in the clear, remove lockout and/or tagout devices. Operate the energy isolating device(s) to restore energy to the machine or equipment.
- (3) Notify affected employees that the servicing or maintenance is complete and the machine or equipment is ready for use.

Removal of Lock or Tags By Other Than Those Who Affix Them

When the authorized employee who applied the lockout device is not available to remove it, that device may be removed under the direction of the Highway Superintendent. The following procedures will be used.

- (a) Verification by the supervisor that the authorized employee who applied the device is not at the facility.
- (b) Making all reasonable efforts to contact the authorized employee to inform them that their lockout/tagout will be removed.
- (c) Have an authorized employee inspect the equipment to assure the re-energization of the equipment will not expose employees to a hazard or damage the equipment.
- (d) Insure that the authorized employee is informed that their lock has been removed before they resume work at the facility.

Procedure Involving More Than One Person:

In the preceding steps, if more than one individual is required to lockout and/or tagout equipment, each shall place their personal lockout and/or tagout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) shall be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use their own lock to secure

the box or cabinet. As each person no longer needs to maintain their lockout protection, that person will remove their lock from the box or cabinet.

All authorized employees are also authorized for joint or team lockout.

Basic Rules for Using Lockout or Tagout System Procedure:

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. **DO NOT ATTEMPT TO OPERATE ANY SWITCH, VALVE, OR OTHER ENERGY ISOLATING DEVICE WHERE IT IS LOCKED OR TAGGED OUT.**

Outside Personnel (Contractors):

Whenever outside servicing personnel are engaged in operations involving servicing or maintenance of machinery with potentially hazardous energy, the outside employer must inform a representative of the Employer of his/her respective lockout/tagout procedures. Conversely, the Employer representative must verify that the contractor is complying with all applicable regulations concerning lockout/tagout (29CFR1910.147) while working in the Employer's buildings. Additionally, all affected Employer's personnel will be informed of and instructed to comply with the outside contractor's energy control procedures.

Periodic Inspections:

The Employer shall conduct periodic inspection of the energy control program at least annually to ensure that the program and the requirements of the standard are being followed.

1. The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control program being inspected.
2. The periodic inspection shall be designed to correct any deviations or inadequacies observed.
3. Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control program being inspected.

DATE OF INSPECTION: _____

AUTHORIZED EMPLOYEE
INSPECTING: _____

AUTHORIZED EMPLOYEE
IMPLEMENTING PROCEDURE: _____

EQUIPMENT/MACHINE: _____

NOTES/RECOMMENDATIONS:

Sequence of Lockout or Tagout System Procedure:

- (1) Notify all affected employees that a lockout or tagout system is going to be utilized and the reason therefore. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.
- (2) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).
- (3) Operate the switch, valve, or other energy isolating device(s). Stored energy (such as that in 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 repositioning, blocking, bleeding down, etc.).
- (4) Lockout and/or tagout the energy isolating device(s) with assigned individual lock(s) or tag(s).
- (5) After ensuring that no personnel are exposed, and as a check on having disconnected all energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.
- (6) The equipment is now locked out or tagged out.

CAUTION

- Return operating control(s) to “neutral” or “off” position after the test.
- If maintenance will require the authorized employee to perform electrical repairs, maintenance, installation, or disconnections of electrical conductors prior to removing other equipment or machinery, the authorized employee shall test for an energy free state with an electrical testing device.
- If the service or repair requires exposing live parts of electric equipment, a tag used without a lock shall be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by the use of a lock. (egg. Removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.)

APPENDIX C

AUTHORIZED PERSONNEL

Leon L. Cook, Highway Superintendent

Clifford Parker

Joe Ambrose

Art Gabriel

William Doupe

Albert Klaiber

Rodney Nicholas

Philipp Field