

CITY OF NICEVILLE
THE CONTROL OF HAZARDOUS ENERGY
LOCKOUT/TAGOUT
PROCEDURE POLICY

PURPOSE:

This procedure establishes the minimum requirements as set forth in the Occupational Safety and Health Standard (29CFR 1910.147), the control of hazardous energy. To insure that all machinery and/or energy sources are locked out or tagged out before employees perform any servicing or maintenance where the unexpected energization of start-up of this machine or equipment or release of stored energy could cause injury.

Types of energy and hazards:

1. Electrical
2. Mechanical
3. Hydraulic
4. Pneumatic
5. Chemical
6. Thermal
7. Any other type of energy that applies to your shop.

The department supervisor is responsible for the immediate and effective implementation and enforcement of this program in it's' entirety.

All employees will be instructed in the safety significance of the lockout/tagout procedure to include new or transferred employees, and other employees whose work operations are or may be in the area of the lockout/tagout procedure.

The department supervisor shall be responsible for the training and safety of each employee who is required to perform maintenance or servicing of any machinery or equipment.

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout/tagout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out or tagged out to perform servicing or maintenance shall not attempt to start, energize or use that machine or equipment.

Each department supervisor shall be responsible for listing all names and job titles of affected employees authorized to lockout/tagout.

LOCKOUT/TAGOUT PROCEDURE:

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 or tagged out to perform the servicing or maintenance.
2. The authorized employee shall refer to the City procedure to 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 stop button, open switches, close valve, etc.).
4. Deactivate the energy isolating devices so that the machine or equipment is isolated from all energy sources.
5. Lockout and/or tagout the energy isolating device with assigned locks or tags, and additional safety measures where possible.
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 by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the switch or other normal operating controls or by testing to make certain the equipment will not operate.

CAUTION: Return operating controls to neutral or off position after verifying the isolation of the equipment.

8. The equipment or machine is now ready for the lockout/tagout device. Any machinery or equipment that will accept a locking device will be locked out and tagged. All others will be tagged out. You can start servicing or maintenance as required.

PROCEDURE INVOLVING MORE THAN ONE PERSON:

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lockout/tagout device on the energy isolating device. When an energy isolating device cannot accept multiple locks or tags, other types of devices such as a hasp may be 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 his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his/her lockout protection that person will remove his/her lock from the box or cabinet.

All equipment will 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 isolation device where it is locked or tagged out.

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:

1. Check the machine or equipment and the immediate area around the machine or equipment 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 have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout/tagout device and re-energize the machine or equipment.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

These procedures give you the tools you need to work safely around hazardous energy sources. It is up to each of us to guard our own health and life by putting these rules into action.