

LOCK OUT/TAG OUT PROCEDURE

The following Lock Out/Tag Out program is a general procedure for which all Facilities Management employees, specifically members of the trades staff, should be familiar. This policy does not nullify those Lock Out/Tag Out procedures found under individual shop safety procedures.

DEFINITIONS

- Lock out The placement of a lock on an energy-isolating device. This act prevents workers from operating a piece of equipment until the lock is removed.
- Tag out The placement of a DANGER, DO NOT ENERGIZE, DO NOT OPEN, DO NOT CLOSE, or CAUTION tag on an energy-isolating device. A tag out device is a prominent warning device of a lock out. It is used primarily to warn and to caution other workers that no one is working on the specific equipment, but a hazardous condition exists. Prior to working on a piece of equipment to which a tag is attached, the employee should also lock and tag out the piece of equipment.

Energy-Isolating Device

A mechanical device that prevents the transmission or release of energy. Examples include the following:

- ◆ Manually operated circuit breakers,
- ◆ Disconnect switches,
- ◆ Line or block valves.

NOTE: Push buttons, selector switches, and other control circuit mechanisms do not isolate energy.

PROCEDURE

Lock Out/Tag Out is a safety procedure to prevent accidents. Isolation of energy (electrical, liquid, air and steam) is necessary to safely perform work tasks on equipment. Lock Out/Tag Out is a defensive program for each individual that performs maintenance on equipment. Lock Out/Tag Out procedures should be used when equipment must be un-jammed, cleaned, adjusted, maintained, or repaired. The proper procedure for locking and tagging out equipment is as follows:

- ◆ Notification that the equipment is going to be shut down must be made through the proper channels. *Follow Utility Interruptions/Outage Notice procedure.*
- ◆ A piece of equipment is shutdown.
- ◆ Individual locks must be placed on the control device of the equipment to prevent unnecessary accidents. This must be done even if someone else has already put a lock on the equipment.
- ◆ The controls should be tested and an attempt to defeat the lock should be made in order to verify that the equipment will not function. If the equipment still works, it has not been properly locked out.

- ◆ A tag must be placed on the equipment. The tag must contain the following information:
 - name of the employee who locked the equipment out,
 - radio number of the person locked the equipment out,
 - phone number of the person who locked the equipment out,
 - reason for the shutdown, and
 - length of time the equipment is expected to be down.

NOTE: Should a shift change occur before the work is complete the lock should be removed. The tag should remain on the equipment to warn other employees that a hazardous condition exists. Should removal of the lock create a dangerous situation, in the event that the equipment were re-started, the lock must remain on the equipment and the tag must explain the hazardous condition.

For long-term lockouts, a shop combination lock should be used while awaiting parts and materials. The employee should install their own lock, upon receipt of parts and materials, when returning to work on the equipment.

- ◆ Complete the repair task.
- ◆ Once the job is finished, remove the lock. **Locks are never to be removed by someone other than the person who placed them on the equipment.**
- ◆ Notification must be made through the appropriate channels that the equipment is going to be re-started.

*Only locks furnished by Facilities Management Stores/Warehouse will be utilized. **No personal locks are acceptable. The lock is never to be bypassed, ignored, or otherwise defeated.***

LOCK OUT/TAG OUT SUPPLIES

The following supplies should be issued to each employee who performs work on any piece of equipment that may require it be locked out during maintenance.

- 3-locks with medium hasps
- 3-lock out tags
- 3-DANGER tags
- 3-DO NOT OPEN tags
- 3-DO NOT CLOSE tags
- 3-CAUTION tags
- 3-DO NOT ENERGIZE tags

In addition to the above, the following items may be required by the shops noted below:

- Steam lock boxes for Heating Plant employees
- Water and gas valve lock boxes for Plumbing Shop employees
- 3-combination locks for each shop to be used for long-term lockouts