

UNIVERSITY OF TOLEDO HEALTH SCIENCE CAMPUS

SUBJECT: CONTROL OF HAZARDOUS ENERGY SOURCES
(LOCK-OUT / TAGOUT)

Procedure No: S-08-014

PROCEDURE STATEMENT

Departments whose activities include servicing and maintenance of machines and equipment in which the unexpected energizing or start-up of the machines or equipment or release of stored energy could cause injury to employees shall develop procedures for the control of energy during such activities. Such procedures may commonly be referred to as Lock-out/Tagout.

PURPOSE OF PROCEDURE

To ensure the development of procedures to adequately prevent against employee injury as may result from activities listed above and to assure compliance with Occupational Safety and Health Administration regulations.

PROCEDURE

It is the responsibility of Department Managers, in those departments where employees are required to provide servicing and maintenance of machines and equipment in which the unexpected energizing or start-up of the machines or equipment or release of stored energy could cause injury, to assure the following is provided:

A department-specific energy control program to include the following;

- The use of locks when equipment can be locked out.
- To ensure that new or overhauled equipment can accommodate locks.
- The employ of additional means to assure safety when tags are used when locks cannot be utilized by instituting an effective tagout program.
- Identification and implementation of specific procedures (in writing) for the control of hazardous energy including preparation for shutdown, equipment isolation, lock-out/tagout application, release of stored energy, and verification of isolation.
- Institution of procedures for release of lock-out/tagout including machine inspection, notification and safe positioning of employees, and removal of the lock-out/tagout device.
- Standardized locks and tags which indicate the identity of the employee using them and which are of sufficient quality and durability to assure their effectiveness.
- The requirement that each lock-out / tagout device be removed only by the employee who applied the device.
- A procedure for removing a lock during an emergency situation, when an employee is unable to remove his/her own locking device.
- Inspection of energy control procedures at least annually.
- Training of employees in the specific energy control procedures with training reminders as part of the annual inspections of the control procedures. Such training should be documented.
- Adoption of procedures to ensure safety when equipment must be tested during servicing, when outside contractors are working at the site, when a multiple lock-out is needed for a crew servicing equipment, and when shifts or personnel change.
- A collection of devices to provide for the placement of locks on a variety of energized equipment (i.e., fuses, breaker switches).

Exclusions from this requirement are:

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(Lockout/Tagout)

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- Normal production operations including repetitive, routine minor adjustments and maintenance which is protected by machine guarding.
- Work on cord and plug-connected electric equipment when it is unplugged, and the employee working on the equipment has complete control over the plug.
- Hot tap operations involving gas, steam or water, when it can be shown that continuity of service is essential, shutdown is impractical, and documented procedures are followed to provide proven effective protection for employees.

Reference: U.S. Department of Labor Fact Sheet No. OSHA 89-32.

Source: Safety & Health Committee

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