

LOCKOUT/TAGOUT TRAINING PROGRAM

Each employee being trained shall be provided a copy of the Lockout/Tagout Policy and related Procedures. The training shall include a:

A. Description of what is lockout/tagout:

(1) The Occupational Safety and Health Administration (OSHA) requires all employers to develop procedures for controlling the accidental release of energy from equipment or machinery. (2) When equipment of machinery is locked out, the flow of energy is blocked from all power sources. (3) The device(s) used to lock out an energy source is/are usually a key or combination-type lock. (4) A lockout device secures an energy-activating switch, lever, or valve in the OFF position, eliminating any possibility of activation.

B. Description of when to use Lockout/Tagout: Lockout/tagout is to be done:

(1) when repairing electrical circuitry; (2) when clearing a jammed or blocked item; (3) when performing other than routine or repetitive maintenance; (4) when rebuilding; and (5) during machinery/equipment setup.

C. Review of the Lockout/Tag-out Procedures (800.16 A)

(1) Review all of the Procedures. (2) All outside-of-the-District maintenance contractors and vendors shall be notified of our lockout/tagout procedures. (3) The lockout/tagout procedure shall be annually reviewed. (4) The location of the materials and hardware to be provided to District employees shall be identified. (5) The required lockout/tagout information and locking/ tagging devices shall be identified. (6) The name and location of the District person responsible for the total lockout/tagout program shall be identified. (7) Identification of authorized District employees included in the program. and (8) Insure lockout/tagout devices are of standard size, color, and shape, including:

- (a) every lockout/tagout authorized District employee having his/her own lock.
- (b) duplicate keys (e.g., a key, a combination) being secured in the Director of Buildings and Grounds office for emergency use only.
- (c) the tagout item(s) having a written/printed warning attached to the energy source.
- (d) the tagout item being used in combination with a lockout device.
- (e) the tagout item containing:
 - a prominent hazard warning, (e.g., DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, DO NOT OPERATE).
 - the name of the authorized District person who applied the tag.

- the date and time work began.
 - the type of work to perform.
- (f) tagout items that are durable and suitable for the environment they will be exposed to. They must be substantial enough to prevent inadvertent or accidental removal. They must remain legible for the length of time being used.
- (g) tags that must be attached with a self-locking, non-reusable nylon cable tie or similar item that cannot be released unless more than 50 pounds of strength is used.

D. Process for removal of lockout/tagout devices. Use only the following measures:

(1) The lockout/tagout devices shall only be removed from an energy-isolating device by the District employee(s) who attached it/them, (2) The work area is inspected to insure nonessential items have been removed and the machine or equipment components are operationally intact, and (3) The work area has all District employees safely positioned or removed.

E. Review of the periodic inspection practices. That review includes:

(1) Periodic inspection of the lockout/tagout policy and related procedures shall be done annually, (2) The inspections shall be conducted by District-authorized personnel, and (3) the inspection shall include a review between the inspector, each District-authorized person, and each affected employee having District responsibilities under OSHA standards.

F. Record keeping practice:

A list of employee training records shall be maintained by the Director of Buildings and Grounds. The records will be kept on file at the Central Administration Office, 109 North 25th Street, Fort Dodge, Iowa 50501.

11/16/09
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