

LOCKOUT/TAGOUT

Lockout/tagout practices shall be used to assure District employees are protected from unintended machine motion or unintended release of hazardous energy which could cause injury when an employee adjusts, repairs, services, installs, or performs maintenance work on equipment, machinery, or a specific mechanical process that contains stored energy. When personal injury could occur with the accidental motion or release of the power source of any equipment, machine, or mechanical process producing stored energy due to being adjusted, repaired, serviced, or installed, such power sources shall be locked out/tagged out by each person performing that work. Sources of stored energy such as springs, air, hydraulic, and steam shall be evaluated, isolated, and de-energized prior to starting the necessary work. District responsibilities include: a) the Director of Buildings and Grounds or designee is responsible for seeing that employees working under his/her direction and supervision understand the lockout/tagout process, policy, and related procedure; b) the Director of Buildings and Grounds or designee shall train new employees and periodically update all maintenance/custodial staff on the provisions and requirements of lockout/tagout, providing special training to employees working in close proximity to equipment that is locked out and tagged out; c) the Director of Buildings and Grounds or designee shall assure that locks, tags, and devices required for compliance with the lockout/tagout requirement are available and provided as necessary; and d) insuring outside contractors are made aware of this policy and related procedures. Employee responsibilities include: a) compliance with the lockout/tagout procedure; b) consulting with a supervisor or other appropriate knowledgeable administrative personnel when there are questions regarding safety; and c) obtaining and caring for the locks, tags, and other devices required for compliance with the lockout/tagout procedure.

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