

LOCKOUT/TAGOUT

Any District employee authorized to adjust or repair District machinery or equipment is to have readily available, at all times, a lock, tags or a specific device for locking out. All locks are to be keyed (e.g., a key, a combination) differently. One key is to be kept by the employee and a duplicate key is to be held in tight security as determined by the Director of Buildings and Grounds.

When a machine or other powered equipment is worked on, that item must be shut off and locked out at the power supply switch. Each employee, when working on the item, will place a lock and tag on the power supply switch. The process to follow is:

Process Shutdown - Stop the equipment.

Recognize energy types (electrical, hydraulic/pneumatic, fluids, and gases, mechanical).

Off - shut off the isolating device(s).

Place lock and tag on the isolated shut-off devices.

Energy - Release stored energy, if any.

Return controls to proper setting when maintenance, etc. work is complete.

Steps to Follow By Repairer or Adjuster

Step 1) Notify all affected employees when a machine or equipment will be shut down and locked out.

Step 2) Shut off the equipment or machine to be serviced using the operating switch, valve, or other energy isolating device(s) so that the equipment/machine is isolated from its energy source. Discharge any stored energy, (e.g., steam lines, hydraulics, thermal).

Step 3) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

Step 4) Lock out the energy isolating device(s) with the assigned individual lock(s) and tag(s). Only district-issued locks, tags, and other devices shall be used by employees. Each lock will be identifiable by the employee's last name.

Step 5) In the event it is physically impossible to lockout equipment/machinery by using a lock, a tag labeled "DO NOT OPERATE - DANGER" shall be used. This tag shall indicate the identity of the person doing such notification and the type of work being performed on the machine/equipment.

Step 6) If more than one employee is working on equipment or machinery, each employee will place his/her own lock and tag on the switch box, valve, or control. When necessary, only the Director of Buildings and Grounds or

designee is authorized to remove another employee's lock/tag, and such removal must be verified based on the inability of an employee to remove his/her lock and tag.

Step 7) Stored or residual energy, such as 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, bleeding down, etc.

Step 8) Insure that the machine or equipment is disconnected from the energy source(s) Insure no personnel are exposed. Verify the isolation of the machine or equipment from all energy sources by trying to start the machine or equipment through normal means (e.g., push buttons, switches). All switches are to be in "off" or "neutral" position.

Steps to follow in returning equipment to normal use

Step 1) Check the machine or equipment and the immediate area around the machine or equipment to insure that nonessential items have been removed and that the machine or equipment components are operationally intact.

Step 2) Check the work area to insure all employees have been safely positioned or removed from the area.

Step 3) Verify that the controls of the machine or equipment are in neutral.

Step 4) Remove lockout device(s) and all tags and then energize the machine or equipment for operability.

Step 5) Notify affected employees if the servicing or maintenance is complete and that the machine or equipment is ready for use.

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