Lockout/Tagout Policy

Policy #:	ES001.1
Policy Type:	University
Responsible Executive:	VP for Business Affairs
Responsible Office:	Facilities & EHS
Originally Issued:	April 15, 2010
Latest Revision:	October 14, 2019
Effective Date:	May 21, 2020

I. Policy Statement

The University of Louisiana at Monroe's Lockout/Tagout policy establishes the requirements for isolation of kinetic and potential electrical, chemical, thermal, hydraulic, pneumatic, and gravitational energy prior to equipment repair, adjustment, or removal as referenced by OSHA.

II. Purpose of Policy

The purpose of this policy is to control hazardous energy and to ensure that all individuals are protected from accidental or unexpected activation of mechanical and/or electrical equipment during maintenance, repairing, cleaning, servicing, or adjusting said equipment.

III. Applicability

This Policy is applicable to all faculty, administrators, staff, students, individuals affiliated with the University by contract (including non-employees, such as vendors and independent contractors), and visitors.

IV. Definitions

Affected Employee: An employee whose job requires him/her to operate or use a machine or equipment on which servicing, or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized Employee: A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

Capable of Being Locked Out: An energy-isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

Energized: Connected to an energy source or containing residual or stored energy.

Energy Isolating Device: A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated

independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

Energy Source: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Hot Tap: A procedure used in the repair, maintenance and servicing activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of services for air, gas, water, steam, and petrochemical distribution systems.

Lockout: The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout Device: A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

Normal Production Operations: The utilization of a machine or equipment to perform its intended production function.

Servicing and/or Maintenance: Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment, and making adjustments or tool changes where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Setting Up: Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout: The placement of a tagout device on an energy-isolating device, in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout Device: A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy-isolating device in accordance with an established procedure, to indicate that the energy-isolating device and the equipment being controlled may not be operated until the tagout device is removed.

V. Policy Procedure

A. It is the policy of the University of Louisiana at Monroe that any individual engaging in the maintenance, repairing, cleaning, servicing, operating or adjusting of machinery or equipment on department/agency property will abide by the procedures outlined in this document and specific procedures outlined in the ULM Equipment Management Program.

B. Lockout is a first means of protection; warning tags only supplement the use of locks. Tags alone may be used only when the application of a lock is not feasible and with approval of the appropriate supervisor. This policy is to be followed by all agency personnel.

Responsibilities

To be used before any equipment adjustment, maintenance or working on exposed energized circuitry:

1. Notify- The "authorized" employee will notify all "affected" employees that servicing, or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance. Provide an estimated time of service, downtime, if applicable.
2. Identify- The "authorized" employee will identify the type of energy that the machine or equipment utilizes, analyze the hazards of all energy sources, and understand the methods to control the energy, as well as apply the tags and locks
3. Shut Down- If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
4. Isolate- After the machine or equipment is turned off; isolate the machine or equipment from its energy source(s) Lock and tag out the energy isolating device(s) with assigned individual lock(s) and tag(s).
5. Dissipate- Stored or residual energy such as in capacitors, springs, rotating flywheels, hydraulic systems, and air gas, steam or water pressure lines must be dissipated or restrained by methods such as grounding, repositioning, blocking, vesting, etc.
6. Check/Verify- the "authorized" employee will ensure that the equipment is completely disconnected from all energy sources by operating the push button or other normal operating controls or by otherwise testing to make certain the machine or equipment will not operate.
7. Neutralize-Return operating control(s) to neutral or "OFF" position after verifying the isolation of the equipment.
8. State of Zero- Inspect to assure that all sources of potential hazardous energy have been reduced to a zero-energy state. When working on electrical circuits, the circuit is to be tested for residual energy by using a voltage meter. The machine is now locked and tagged out, and service or repairs can safely begin.

Restoring Equipment to Service

The following sequence of Lockout must always be used when working on equipment where Hazardous Energy is present:

1. Visually inspect the work area to ensure that all employees have been safely positioned or removed from the area.
2. Verify that the controls are in neutral
3. Remove each lock and/or tag (Must be done by the person who originally applied it)
4. Reenergize the machine or equipment [NOTE removal of some forms of blocking may require re-energization of the machine before safe removal. Follow the specific Machine/Equipment procedures.]

Lock and/or Tag Removal

1. Each lock and/or tag device must be removed by the "authorized" person who originally applied it.

2. Removal of a safety lockout or tag out device by any other person other than the “authorized” employee who applied it, may only be done under the direction of the supervisor, under the following procedure.
    a. A thorough inspection of the equipment is to be made by the supervisor responsible for the area.
    b. The supervisor must personally confirm that the “authorized” employee who applied the lockout device is NOT in the area.
3. The supervisor shall remove the lock providing he/she has determined starting up the equipment will not endanger all other personnel.
4. Each time it is necessary to remove/cut a safety lock, a written report must be prepared by the person “authorized” to remove the lock and a copy to be sent to the safety coordinator.
5. The supervisor shall make a reasonable effort to contact the employee who originally applied the lock to inform him/her that the device has been removed. This contact is necessary so that the employee would be informed that this has occurred prior to resuming work at this facility. When this procedure has occurred, documentation should be completed and include the supervisor who carried it out as well as a signature and date.

Group Lockout or Tag out

When servicing and/or maintenance will be performed by a crew, team, department, or other group, they will utilize the same level of protection equivalent to that provided by the implementation of a personal lockout device. Group lockout or tag out devices shall be used in accordance with the procedures of this policy. An authorized associate will be designated to take primary responsibility for a set number of associates working under the protection of a group lockout/tag out device. The following are the specific requirements that must be followed if a group lockout or tag out is to be performed and the designated associate’s responsibilities are:

- To document on the Group Lockout/Tagout form the name of each individual who will be involved in the group lockout/tag out before the work is performed.
- To assure that all the steps of the appropriate written lockout/tag out procedure are followed.
- To assure that all members of the work crew affix their personal locks.
- To inform the work crew when it is safe to work on the equipment.
- To inform the work crew when the lockout/tagout device is being removed.

If more than one crew is involved, a designated associate will be assigned overall job-associated lockout or tag out control responsibility to coordinate affected work forces to ensure continuity of protection.

Training

Each “authorized” employee must receive training upon hire and annually in the recognition of applicable hazardous energy source(s), the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
Each “Affected” employee must be instructed upon hire and once every three years in the purpose and use of the energy control procedure. All “other employees” whose work operations are or may be in an area where energy control procedures may be utilized, must be instructed about the procedures and about the importance of not restarting or reenergizing machines or equipment that are locked and/or tagged out.

"Authorized" and "affected" employees must be retrained whenever there is a change in their job assignments that could affect their lockout and tag out responsibilities, a change in the machines that present a hazard, or when there is a change in energy control procedures. Training dates and content should be documented and signed off by the safety coordinator. Periodic inspections of the energy control procedure must be conducted at least annually to ensure that the procedure is being followed. The program should address who performs the inspection (it must be someone other than those using the lockout/tag out in progress). A certified review of the inspection including date, equipment, employees and the inspector should be documented. Additional re-training must be conducted whenever a periodic inspection / audit reveals that there are deviations from or inadequacies in the employee's knowledge or use of energy control procedures. Dates and content should be documented and signed off by the safety coordinator.

VI. Enforcement

The responsible person for the enforcement of the policy is the Environmental Health and Safety Officer in conjunction with Physical Plant Administration and either may sanction violators of this policy. Employees in violation must be reprimanded at the discretion of their supervisor and retrained on the requirements of this policy. Contractors will be asked to comply or terminated for repeated non-compliance.

VII. Policy Management

The Vice President for Business Affairs is the responsible executive and the responsible officer. The Facilities and Environmental Health and Safety Department is the responsible office which implements and administers the policy.

VIII. Exclusions

None

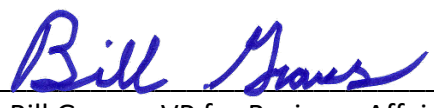
IX. Effective Date

This policy is effective on May 21, 2020.

X. Adoption

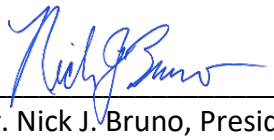
This policy is hereby adopted on this 21st day of May 2020.

Recommended for Approval by:



Dr. Bill Graves, VP for Business Affairs

Approved by:



Dr. Nick J. Bruno, President

XI. Appendices, References and Related Materials

Louisiana Office of Risk Management's Equipment Management Program www.doa.la.gov

US Department of Labor OSHA standard 29 CFR 1910.147 the Control of Hazardous Energy (Lockout/Tagout) www.osha.gov

XII. Revision History

The initial approval date of the policy is April 15, 2010.

The dates of any substantive or "clerical" revisions to the policy include February 24, 2017 and September 27, 2017.

Brief description of the changes includes clerical revisions to policy statement, tagout definitions, and wording under policy procedure on part V on July 11, 2018.

Revised May 21, 2020 – Placed policy in the new policy template and format.