

LOCK-OUT/ TAG-OUT POLICY OF ENERGY ISOLATING DEVICES

In response to the Occupational Safety and Health Administration's (OSHA) Standard 29 CFR 1910.147 relating to the control of hazardous energy (better known as Lock-out/Tag-out), Tyler County Schools has developed a program to meet the requirements of the law and protect the health and safety of school personnel.

PURPOSE:

This procedure establishes the requirements for the lock-out of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It will be used to ensure that the machine or equipment is stopped, isolated from all potential hazardous energy sources, and locked-out before employees perform any servicing or maintenance, where the unexpected energization of a start-up of the machine or equipment or release of stored energy could cause injury.

This policy is not applicable to the following:

1. Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or start up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.
2. Minor maintenance and servicing as part of routine equipment operation, as long as: (a) the employee is not required to remove or bypass a guard or other safety device, (b) the employee is not required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed, or (3) the work is associated with minor tool changes and adjustments as long as they are routine, repetitive, and integral to the use of the equipment (however, alternative safety measures must be employed to ensure employee safety).

PROGRAM COMPONENTS:

Programs and procedures are required for affixing appropriate lock-out devices or tag-out devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start-up or release of stored energy in order to prevent injury to employees.

DEFINITIONS AND SCOPE:

- An "affected employee" is an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lock-out or tag-out, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.
- An "authorized employee" is an employee who locks out or tags out machines or equipment in order to service or maintain them. All authorized employees must successfully complete the required training.
- An "energy isolating device" is a device that prevents the transmission or release of energy.
- An "energy source" is any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy.
- "Lock-out" is the placement of a locking device on an energy isolating device that ensures the equipment being controlled cannot be operated until the lock-out device is removed.

- “Lock-out device” is a device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position. Only lock-out devices provided by Tyler County Schools shall be used in accordance with this procedure. Additionally, these devices shall not be used for any other purpose.
- “Tag-out” is the placement of an attachable tag on an energy isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag-out device is removed.
- A “tag-out device” is a prominent warning device, such as a tag and a means of attachment, which can be securely fastened to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag-out device is removed. Only tag-out devices provided by Tyler County Schools shall be used in accordance with this procedure. Additionally, these devices shall not be used for any other purpose.

COMPLIANCE:

All school district employees are required to comply with the restrictions and limitations imposed upon them during the use of lock-out. The authorized employees are required to perform the lock-out in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked-out to perform servicing or maintenance, will not attempt to start, energize, or use that machine or equipment.

At a minimum the program will:

- Identify all powered machinery in all school buildings.
- Identify all sources of energy in all school buildings.
- Identify all energy-isolation devices (switch panels, etc.) in all school buildings.
- Identify employees who use or service powered equipment.
- Provide appropriate procedures for shutting down, locking, and tagging-out, and restarting powered equipment in all school buildings.
- Provide personnel with training regarding the proper lock-out/tag-out procedures.

RESPONSIBILITIES:

Training is to be provided to ensure that the purpose and function of the energy control program (Lock Out/Tag Out) are understood by employees and that the knowledge and skill necessary for the safe application, usage and removal of energy controls are acquired by employees. The training is to include the following:

- Recognition of applicable hazardous energy sources, including type and magnitude and the required methods and means necessary for energy isolation and control.
- The purpose and use of the energy control procedure.
- Communication to other employees whose work operations are or may be in the area where energy control procedures are utilized pertaining to the requirements of the energy control program.
- Additional training where Tag Out systems are used rather than Lock Out systems, based on the limitations of such procedures.
- Notification whenever outside servicing personnel are engaged in energy control programs.

PROCEDURES:

Tyler County Schools recognizes that lock-out is the preferred method of isolating machines or equipment from energy sources. It is the district policy that all equipment that is capable of accepting lock-out devices will be locked-out and tagged whenever it is being serviced or receiving maintenance.

Any equipment within the school district that will not accept lock-out devices will use tag-out procedures and devices when equipment is being serviced.

All equipment will be locked-out or tagged-out to protect against accidental or inadvertent operation, when this operation could cause injury to personnel.

No attempt will be made to operate any switch, valve or any other energy-isolating device when it is locked or tagged-out.

SEQUENCE OF LOCK-OUT/TAG-OUT PROCEDURES:

The following are steps to be initiated by the Authorized Employee in preparation for maintenance or servicing activity:

1. Identify the specific machine or equipment that must be worked on.
2. 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 servicing or maintenance.
3. The authorized employee will refer to the school district procedure to identify the type and magnitude of the energy the machine or equipment utilizes, understand the hazards of the energy, and know the methods to control the energy.
4. If the machine or equipment is operating, shut it down by the normal stopping procedure.
5. De-activate the energy-isolating device(s) so that the machine or equipment is isolated from its energy source.
6. Lock-out and/or tag-out the energy-isolating devices with the appropriate individual locks and/or tags. If a lock cannot be applied, a tag will be used without a lock. Note: Lock-out devices, where used, shall be affixed in a manner that will hold the energy isolating devices in a "safe" or "off" position. Tag-out devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.
7. After making sure that no personnel are exposed, the authorized employee/s shall verify the effectiveness of having locked/tagged-out the energy sources. This can be done by operating the push button or other normal operating controls to ensure that the equipment will not operate. As part of the verification process a qualified person may be needed using equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and verify that the circuit elements and equipment parts are de-energized.
8. The machine or equipment is now locked-out and ready for servicing or repair.

Before restoring the machine or equipment to service, the following actions must be taken by the authorized employee(s):

1. The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.
2. The work area shall be checked to ensure that all employees have been safely positioned or removed.
3. After lock-out or tag-out devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lock-out or tag-out device(s) have been removed.

4. Each lock-out or tag-out device shall be removed from each energy isolating device by the authorized employee who applied the device. Note: The most critical aspect of this policy is the requirement that lock-out and tag-out devices never be removed by anyone other than the individual who installed them.

If it is necessary to remove a lock-out or tag-out device by someone other than the person who applied it (i.e. lock-out device inadvertently left on after job completion), the following procedures shall be followed: (a) facility administrative personnel shall verify that the employee who applied the device is not at the facility, (b) make all reasonable efforts to contact the employee to inform him/her that his/her lock-out or tag-out device has been removed, and (3) ensure that the authorized employee has this knowledge before he/she resumes work at that facility.

TRAINING:

Employees must be trained when hired to work in areas using the energy control program. They must also be trained relative to the specific machinery and equipment and upon change within crew, craft, department or shift.

Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this policy, a representative of Tyler County Schools, and the outside employer shall inform each other of their respective lock-out or tag-out procedures.

RECORDKEEPING:

Records associated with the lock-out/tag-out program will include but not be limited to the following:

- Facilities Director will maintain copies of training records, including each employee's name and dates of training.
- Tag usage records.
- Records of Lock-out/Tag-outs policy review and lock-out audits performed will be retained.

GOVERNING REGULATIONS:

The OSHA Hazardous Energy Control Standard - 29 CFR 1910.147

DATE: 1/10/18, 2/23/15, 6/18/12, 4/6/09