FLORENCE SCHOOL DISTRICT ONE

WRITTEN LOCKOUT/TAGOUT PROGRAM

PURPOSE

This procedure covers the necessary safety requirements for lockout and/or tagout of energy isolating devices to protect employees from hazardous energy including electrical, mechanical hydraulic, pneumatic, or other energy. It will be used as a facility wide general procedure for isolating all potentially hazardous energy (lockout/tagout) before employees perform any servicing and maintenance activities where unexpected energization, start up or release of stored energy could cause injury.

ENFORCEMENT

Any employee who fails to follow these procedures will face disciplinary action.

PROCEDURE

1. Only trained, authorized employees can lockout/tagout.
2. All affected and other employees working in or entering work areas where lockout/tagout is performed must be trained.
3. Determine all energy isolating devices requiring lockout/tagout to ensure effective control of hazardous energy.
4. Determine the type and magnitude of the energy and required controls.
5. Notify all affected employees of the plans to lockout/tagout.
6. Shutdown the equipment/process by normal procedures.
7. Locate the necessary energy isolating device(s) to equipment/process and operate them to isolate energy sources and affix lockout/tagout devices.
8. Relieve all stored and residual energy and take appropriate measures to ensure it does not reaccumulate. Affix lockout/tagout device as necessary.
9. Verify energy isolation and relief of stored energy after ensuring employees are not exposed and before beginning work. After start buttons are activated, press the stop button.
10. Perform the servicing and maintenance.
11. To safely restore machines, equipment or process to normal production operations, replace all guards and safety devices, remove all personnel, remove all tools and equipment.

12. Notify affected employees.
13. Remove lockout/tagout devices. Each lockout device shall only be removed by the employee who applied the device.

LOCKOUT/TAGOUT DEVICE REMOVAL BY EMPLOYER

When it becomes necessary to remove the lockout/tagout devices of an employee who is unavailable at the facility, it can be done only by the employer.

GROUP LOCKOUT/TAGOUT

When a lockout/tagout job involves numerous lockout/tagout devices and many employees, a group lockout/tagout procedure may be used.

TRAINING

Each authorized employee who will be utilizing the lockout/tagout procedure will be trained annually in the recognition of applicable hazardous energy sources, type and magnitude of energy available in the work place, and the methods and means necessary for energy isolation and control.

Each authorized employee shall be provided with a lock. The lock shall have the employee's identification on it. The employee will have the only key to the lock. (Exception: Administration will retain a copy of the key.) Only locks/tags provided by the employer shall be used.

Each affected employee (all employees other than authorized employees utilizing the lockout/tagout procedure) shall be instructed in the purpose and use of the lockout/tagout procedure, and the prohibition of attempts to restart or re-energize machines or equipment that are locked out or tagged out.

INSPECTION

An inspection of the Written Lockout/Tagout Program will be conducted annually by the Director of Buildings and Grounds or designee. This inspection will include a review of lockout responsibilities with each individual authorized to lockout/tagout machine/equipment. The Director of Buildings and Grounds will maintain documentation of inspections to include names of authorized employees, dates of inspections and certification that the employee successfully completed procedures for the lockout/tagout program.

CONTRACTORS

All contractors must comply with the lockout/tagout procedures specified by the site employer and employees of the employer must not violate the contractors' lockout/tagout.