



Delaware State University

University Area Responsible: Risk and Safety Management

Policy Number & Name: 7-05: Lockout/Tag-out Policy

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Related Policies and Procedures: _____

1. Purpose

This Policy is intended to protect DSU employees from injuries that could result from the unexpected release of hazardous energy during the servicing of machinery/equipment. **Standard 29 CFR 1910.147, The Control of Hazardous Energy Sources (Lockout/Tag-out)** of the Occupational Safety and Health Administration (OSHA) requires that this Policy contains the necessary elements of an energy control program, which includes documented Lockout/Tag-out procedures, employee training, periodic inspections and the means to enforce compliance.

2. Policy

Delaware State University is committed to having safe work facilities for students and employees that comply with federal and state environmental health and safety standards. Every member of the University shares a responsibility making sure that hazards due to the unintentional release of hazardous energy are minimal.

The Lockout/Tag-out Plan will be applied wherever there is need to perform maintenance or provide routine service to machinery or equipment. Servicing of all electrically, chemically, pneumatically, thermally and/or hydraulically powered machinery is included in this plan. Contractors who perform work on University equipment shall also comply with the procedures outlined in this plan.

3. Scope

This Policy applies to the servicing or maintenance of machines and equipment where the unexpected energization, start-up or release of stored energy could cause injury to employees. Examples of applicable energy sources include electrical, thermal, mechanical, hydraulic, pneumatic and chemical.

4. Responsibilities

4.1 The Office of Environmental Safety and Health and the Safety/Risk Manager will:

- 4.1.1** Assist in the identification of equipment where **Lockout/Tag-out** should be utilized.
- 4.1.2** Develop the **Lockout/Tag-out** Plan and conduct reviews and revisions as needed;
- 4.1.3** Share the **Lockout/Tag-out** plan with each affected department for distribution to all individuals who are authorized by the department to perform maintenance on energized equipment;
- 4.1.4** Train and retrain all authorized employees.
- 4.1.5** Test and approve locks to be used by individual departments;
- 4.1.6** Investigate and document all reported accidents and/or near-miss accidents that are directly or indirectly related to the locking and tagging of equipment.
- 4.1.7** Maintain attendance records of training sessions.
- 4.1.8** Maintain copies of periodic Lockout/Tag-out program inspections.

4.2 Supervisors will:

- 4.2.1** Work with the Safety/Risk Manager to inform employees about the University's Lockout/Tag-out Policy, and make the Policy readily available to them;
- 4.2.2** Implement **Lockout/Tag-out** procedures in their work areas;
- 4.2.3** Choose appropriate locking and tagging devices for their respective department with the assistance of the Safety/Risk Manager;
- 4.2.4** Identify and list all potentially dangerous equipment capable of releasing hazardous energy during maintenance in work areas or facilities under their control;

- 4.2.5 Prepare specific **Lockout/Tag-out** and emergency procedures for hazardous machinery;
- 4.2.6 Make sure that all persons identified as **authorized to implement the Lockout/Tag-out procedures** are trained by the Safety/Risk Manager;
- 4.2.7 Direct periodic safety audits of **Lockout/Tag-out** procedures to determine regulatory compliance, and recommend action to correct conditions of non-compliance;
- 4.2.8 Report all workplace injuries, unsafe conditions and near-misses to the Department of Environmental Safety;
- 4.2.9 Meet documentation requirements set by the **Lockout/Tag-out** Plan;
- 4.2.10 Ensure **Authorized employees** will receive **initial training** in how to recognize hazardous energy sources, the type and magnitude of the energy available in the workplace, and the required Lockout/Tag-out procedures to be followed to ensure energy isolation and control;
- 4.2.11 Schedule employees for retraining with Safety/Risk Manager.
- 4.2.12 Maintain copies of attendance records of training sessions.
- 4.2.13 Provide **authorized employees** with individually assigned lockout and Tag-out devices.

4.3 Affected employees will be instructed in the purpose, use and restrictions of Lockout/Tag-out and how to recognize that Lockout/Tag-out is being implemented.

4.4 Retraining of Authorized and Affected employees will take place whenever:

- 4.4.1 There are changes in their job assignment;
- 4.4.2 New hazards are presented by a change in machines, equipment or processes;
- 4.4.3 Lockout/Tag-out procedures change; **or**
- 4.4.4 An employee is not following or does not fully understand the Lockout/Tag-out procedures.

4.5 Lockout/Tag-out and Outside Contractors: All prospective bidders of contracts involving work subject to OSHA's Lockout/Tag-out regulations (29 CFR 1910.147) will receive a copy of Delaware State University's Lockout/Tag-out Policy. They will be required to meet to discuss Lockout/Tag-out procedures before the start of any work at the University. University employees will be informed of the restrictions and prohibitions associated with the outside Contractor's Lockout/Tag-out procedures.

Lockout/Tag-out Plan

Authorized employees shall:

- Know and follow the requirements of the Lockout Tag-out Plan;
- Protect themselves and others from the release of hazardous energy by following the guidelines set by the plan;
- Ensure the security of their own locking devices;
- Attend and complete all safety training requirements and comply with documentation procedures; and
- Report all workplace injuries, unsafe conditions and near-misses to their supervisors and the Safety/Risk Manager.

Unauthorized Employees affected by the potential release of hazardous energy will:

- Notify the appropriate persons when equipment needs servicing; and Follow **Lockout/Tag-out** Plan instructions given by the **Authorized Employees**.

Information

Employees required to service equipment or machinery that may unexpectedly release hazardous energy will receive information and training on the:

- The contents of the OSHA standard;
- Where to find the **Lockout/Tag-out** Plan;
- Provisions and requirements of the **Lockout/Tag-out** Plan;
- Description of physical hazards due to inappropriate locking and tagging of machinery or equipment;
- Location and description of hazardous energy sources at DSU;
- Review of measures to protect employees, faculty, students, staff and visitors from the inadvertent release of hazardous energy;
- Procedures to de-energize equipment and release or secure all residual energies.

Lockout/Tag-out Procedures (One energy source machine or equipment):

Authorized Employees must follow the **Shutdown** and/or **Restart** procedures in order to provide service or maintenance to machines or equipment:

Shutdown Procedures: Establishing Lockout/Tag-out

- Locate and identify **all** energy isolating devices that apply to the machine or equipment to be locked out. (If more than one energy source is involved, the Machine-Specific Lockout/Tag-out Procedures in Section V must be followed).
- Notify all **affected employees** that a lockout/tag-out is about to take place, the reason for the lockout/tag-out, and the specific machinery or equipment affected.

- Shut down the machine or equipment by its normal stopping procedure.
- Disconnect: Apply the disconnect switch, circuit breaker, valve or other energy isolating device to disconnect the machine or equipment from its energy source.
- Lockout and Tag-out: Apply individually assigned lockout and tag-out devices to the energy isolating device.
- Relieve/Restrain Stored Energy: Exhaust or restrain stored or residual energy in the machine or equipment by grounding, blocking, bleeding down, etc.
- Make sure machine or equipment has been disconnected by clearing the area around it and testing it by turning the operating switch or button to the “ON” position to make sure that it is no longer connected to its energy source.

WARNING!

Make sure to return the operating control(s) to the neutral or off position before going forward with the servicing or maintenance of the machine or equipment.

The authorized employee(s) may now proceed to providing service or maintenance to the machine or equipment.

Restart Procedures: Removal of Locks and Tags

- Make sure that the machine or equipment surrounding area is clear and that any guards have been reinstalled and that the machine or equipment is ready to operate.
- Verify controls on the machine or equipment are in the **neutral** or **off** position and that all employees are safely positioned or removed from the area.
- Remove lockout and tag-out devices and reenergize.
- Notify **affected employees** that the servicing or maintenance is complete and that locks and tags have been removed and that the machine/equipment will be restarted.

Machine-Specific Lockout/Tag-out Procedures (machinery or equipment **has more than one energy source** that must be controlled to perform service or maintenance work).

- The Safety/Risk Manager will assist Supervisors in the development of machine-specific Lockout/Tag-out procedures if servicing or maintenance work requires controlling more than one energy source on a machine.
- Lockout/Tag-out Procedures for specific machines/equipment must be written out.
- One set of procedures may be developed for a group of machines whose methods to control energy sources are identical.

Special Cases

Group Lockout/Tag-out:

- Whenever more than one **authorized employee** performs Lockout/Tag-out, each individual group member must follow the Lockout/Tag-out procedures outlined in this Policy.
- Employees must NEVER depend upon someone else's lockout device, and must ALWAYS use their individually assigned lockout device.
- Individual departments are encouraged to develop written programs for complex operations (especially those conducted regularly) that involve group lockout/tag-outs.
- The Safety/Risk Manager is available to assist in developing written programs.

Tag-out only:

- If it is not possible to lock out a machine or equipment a Tag-out with no lock will be permitted.
- A **Tag-out only** requires the prior knowledge and approval of the appropriate supervisor.
- **Authorized employee** will inform the supervisor that lockout of machine or equipment is not possible.
- **Authorized employee** and **Supervisor** will try to identify effective alternatives such as removing a valve stem, isolating a circuit element, or blocking a controlling switch.
- **Supervisors** and **Safety/Risk Manager** must train the **authorized** and **affected employees** involved in the Tag-out operation before it is carried out.
- The **authorized employee** will follow the applicable Lockout/Tag-out Procedures outlined in this Policy, omitting lockout.
- **Authorized employee** place his/her Tag-out device to the energy isolating device where a lockout device would have been attached, if possible.

Work Shift Changes

If the time for servicing and maintaining a machine or equipment exceeds a work shift, there must be an orderly transfer of responsibility from one shift to another.

- **Authorized employees** have to make sure that the machine or equipment he/she is working on is locked and tagged out with his/her individually assigned lockout and tag-out device. Employees must NEVER depend on someone else's lockout device for protection.
- **Authorized employees** have to make sure that they remove their individually assigned lockout and tag-out devices once service or maintenance work is completed.
- **Supervisor** must approve Lockout/Tag-out devices left on beyond an **authorized employee's** work shift. **Authorized employees** are responsible for getting that approval before they end their shift and leave work.

Removal of Lockout and Tag-out Devices and Exceptions:

Authorized employee assigned to carry out the **Tag-out/Lockout procedure** on a machine/equipment **will be the only person with a key to its Tag-out/Lockout Device**. **Only** the authorized employee who applied the lockout or tag-out device may remove it.

Exceptions:

Exception: If the **authorized employee** who applied a lockout or tag-out device is not available to remove it, the device may be removed **ONLY** under the direction of a department supervisor and the Safety/Risk Manager after:

- It has been verified that the employee is not present on University grounds or otherwise available.
- Efforts to contact the employee to notify him/her that his/her lockout/tag-out device will be removed have been exhausted.
- Employee is informed before returning to work that his/her lockout/tag-out device has been removed.