

CITY OF APPLETON PERSONNEL POLICY	TITLE: LOCKOUT/TAGOUT POLICY	
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I. PURPOSE

To establish procedures that are the “minimum” requirement for the lockout of energy isolating devices.

II. POLICY

It is the City’s policy to provide a safe work environment for all employees and to follow regulations related to lockout of energy and energy isolating devices. Violations of this policy will be subject to disciplinary action, up to and including discharge.

III. DEFINITIONS

Authorized Employee: A person who locks or implements a tagout procedure on machines or equipment to perform service or maintenance on that machine or equipment.

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. That person’s job may also require him/her to work in an area in which service or maintenance is being performed.

Tagout: 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 the safe position and prevent the energizing of a machine or equipment.

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

Energy Isolating Device: A device that isolates the source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy.

Servicing and/or Maintenance: Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, lubricating, and maintaining and/or servicing machines or equipment.

Flange: A protruding rim, edge, rib, or collar, as on a wheel or a pipe shaft, used to strengthen an object, hold it in place, or attach it to another object.

IV. PROCEDURES

A. Training

1. Training shall take place periodically on an annual basis for all affected employees, and whenever a new employee is hired or posts into a position that falls under the guidelines of lockout/tagout procedures.
2. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
3. Each affected employee shall be instructed in the purpose and use of the energy control procedure.
4. All other employees whose work operations are or may be in an area where energy control procedures may be utilized shall be instructed about the procedure, and about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.
5. Additional retraining shall also be conducted whenever a periodic inspection reveals that procedures and requirements of the standard are not being followed. The retraining shall establish employee proficiency and introduce new or revised control methods and procedures.
6. The supervisor shall certify that employee training has been accomplished and is being kept up to date. The sign-in sheet for the class shall contain the employee's name, date(s) of training and instructor's name. A copy will be sent to Human Resources immediately after training is complete, or departments may enter the data into the training system. Annual field safety training meets this requirement also.

B. Applying Energy Controls

1. Energy isolation and lockout/tagout are to be applied only by trained employees authorized to perform service or maintenance or emergency services personnel.
2. Before lockout/tagout is applied, all employees who work in the affected area must be notified.
3. Listed are the steps to control hazardous energy:
 - a. Preparation for shutdown:

Before turning off any equipment in order to lock or tag it the employee must know:

 1. Identify any other equipment or safety devices that would be affected by the shutdown.
 2. The types and amounts of energy that power it

3. The hazards of that energy
4. How the energy can be controlled

b. Equipment shutdown:

1. Shut the system down by using its operating controls
2. Follow whatever procedure is right for the equipment so that no one is endangered during shutdown.

c. Equipment Isolation:

1. Operate all energy isolating devices so that the equipment is isolated from its energy source
2. Be sure to isolate all energy sources – secondary power supplies as well as the main one
3. Never pull on an electrical switch while it is under load
4. Never remove a fuse instead of disconnecting

C. Applying Lockout/Tagout Devices:

1. All energy isolating devices are to be locked and tagged
2. Only the standardized devices supplied by the City are to be used for lockout/tagout, and they are not to be used for anything else
3. Use a lockout device with ID tag if a lock cannot be placed directly on the energy control
4. When lockout is used, each employee in the crew must attach his/her personal lock
5. More than one employee can lock out a single energy-isolating device by using a multiple-lock hasp
6. In the event it is physically impossible to use a lock, use a tag. Attach them at the same point as you would a lock or as close to it as possible. Be sure to fill out tags completely and correctly

D. Controlling Stored Energy: Take any of the following steps that are necessary to guard against energy left in the equipment after it has been isolated from its energy sources.

1. Inspect the system to make sure all parts have stopped moving
2. Install ground wires
3. Relieve trapped pressure
4. Release the tension on springs, or block the movement of spring-driven parts
5. Block or brace parts that could fall because of gravity
6. Block parts in hydraulic and pneumatic systems that could move from loss of pressure. Bleed the lines and leave vent valves open
7. Drain process piping systems and close valves to prevent the flow of hazardous materials

8. If a line must be blocked where there is no valve, use a blank flange
 9. Purge reactor tanks and process lines
 10. Dissipate extreme cold or heat, or wear protective clothing
 11. If stored energy can reaccumulate, monitor it to make sure it stays below hazardous levels
- E. Verifying Isolation of Equipment: prior to starting work on machines or equipment that have been locked out or tagged out follow these guidelines:
1. Make sure all danger areas are clear of personnel
 2. Verify that the main disconnect switch or circuit breaker can't be moved to the "on" position
 3. Press all start buttons and other activating controls on the equipment
 4. Shut off all machine controls when the testing is finished
 5. In a job that takes more than one day, the employee must verify that the lockout system is still in place before re-commencing work.
- F. Removing Lockout/Tagout: (NOTE: Locks and tags are to be removed as soon as work on the equipment is completed. Before lockout or tagout devices are removed and energy is restored to the machine or equipment, the following should be followed:
1. Make sure the equipment is safe to operate. Remove all tools from the area and be sure the system is fully assembled.
 2. Safeguard all employees by conducting a head count to make sure everyone is clear of equipment. Be sure to notify everyone who works in the area that lockout/tagout is being removed.
 3. Remove the lockout/tagout devices. Note: Except in an emergency, each device must be removed by the person who put it on. If the individual who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the supervisor, provided that this procedure has been incorporated into the training program. This procedure shall include the following as a minimum:
 - a. Verification by the supervisor that the authorized employee who applied the device is not in the facility
 - b. Inform the employee that the lock or tag has been removed when he/she returns to the facility
- G. Additional requirements: Testing or positioning of machines, equipment or components
1. In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device the following steps are required:
 - a. Clear the machine or equipment of tools and materials
 - b. Remove employees from the machine or equipment area
 - c. Remove the lockout or tagout devices
 - d. Energize and proceed with testing or positioning
 - e. De-energize all systems and reapply energy control measures

H. Service and Maintenance

When service and/or maintenance is performed by a crew, craft, department or other group, they shall utilize a procedure which affords them a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.

1. Group lockout requirements:

- a. Primary responsibility is vested in an authorized employee for a set number of employees working under the protection of a group lockout or tagout device
- b. Each person shall place his/her own personal lockout device or tagout device on the energy isolating device(s).
- c. When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used.
- d. If lockout is used, a single lock may be used to lock out the machine or equipment with the key being placed in a lockout box or cabinet that allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.

I. Tagout System

(NOTE: To be used in addition to the lockout with lockout being the primary means of isolation). When Tagout Systems are used, employees shall also be trained in the following limitations of tags:

1. Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
2. When a tag is attached to an energy isolating device, it is not to be removed without authorization of the authorized person responsible for it and it is never to be bypassed, ignored or otherwise defeated.
3. In order to be effective, tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area.
4. Tags and their means of attachment must be made of materials that will withstand the environmental conditions encountered in the workplace.
5. Tags may evoke a false sense of security and their meaning needs to be understood as part of the overall energy control program.
6. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

J. Periodic Inspection

The individual departments falling under the lockout/tagout policy shall conduct a periodic inspection of the energy control procedure at least once a year to ensure that the procedure and the requirements of the policy are being followed.

1. The periodic inspection shall be performed by an authorized employee other than those utilizing the energy control procedure being inspected.

2. The periodic inspection shall be designed to correct any deviations or inadequacies observed.
3. Where lockout is used for energy control, the periodic inspection shall include a review between the inspector and each authorized employee of that employee's responsibilities under the energy control procedures being inspected.
4. Where tagout is used for energy control, the periodic inspection shall include a review between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected. The department head or supervisor shall certify that periodic inspections have been performed. The certification shall identify:
 - a. The machine or equipment on which the energy control procedure was being utilized
 - b. The date of the inspection
 - c. The employees included in the inspection
 - d. The person performing the inspection

K. Outside Contractors

Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site employer (City of Appleton employees) and the outside employer shall inform each other of their respective lockout or tagout procedures.