

COUNTY OF TUOLUMNE
LOCKOUT/TAGOUT POLICY

Effective Date: **July 1, 1991**
Revised: **June, 2001**

Purpose

To establish a safety standard for the protection of employees and property from possible injury resulting from the unexpected starting or movement of machinery or equipment, or the application of power to a circuit or system under repair or service.

Definitions

Lockout: The use of a padlock to lock the controls to an energy source in an "OFF" or de-energized position

Tagout: The use of an identification tag to identify the person working on the equipment/machinery and warning others not to start up the equipment/machinery.

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

Procedure

Before beginning any cleaning, adjusting, repair or service of equipment where an unexpected movement, application of power, or charging of a system could result in injury or material/property loss, persons performing the work shall make sure power is disconnected and all residual hazards are removed (pressure, voltage, flow, etc.) prior to and during such work. Where equipment/machinery or circuit is lockable, a padlock and tag shall be placed at the energy isolating device. It is understood, that padlocks are the preferred method for lockout, however if it is physically impossible to apply a padlock to the equipment/machinery or circuit, then a tagout shall be used. Individual locks and/or tags shall be used and placed by each person working on the machinery/equipment or circuit. Before work is started, equipment shall be tested to ensure that all sources of energy i.e. electric, pressurized fluids and air, kinetic, etc. have been neutralized.

Multiple lockout procedures shall be used when work is being done by more than one person. Multiple lockout adapters shall be attached at the energy isolating devices(s). Each person working on the machine/equipment or circuit shall put their lock and/or tag on the adapters. As they complete their part of the job, they will remove their lock and/or tag from the adapters.

Upon completion of the work the last person to remove his/her lock and/or tag will make a visual inspection to make certain that all safety devices have been put back in place and that all employees are clear of danger.

If an employee who has gone and has left on a lock and/or tag, and the operation of the equipment/machinery or circuit is imperative, an attempt to contact the departed employee should be made. If contact is impossible, the appropriate on-call employee i.e. Facilities Management shall respond and determine if it is safe to remove the lock and/or tag without endangering others.

Each employee with responsibilities that might include the use of this policy will be assigned their own, keyed separate lock and tag. Locks and tags shall not be used for any purpose other than to comply with this policy. Duplicate keys will be kept by the Department Head, or designee.

Any employee assigned to a job that would require adherence to this policy shall be trained in its procedures at time of department safety orientation. Affected personnel shall receive annual refresher training with the procedures contained within this policy. Failure to adhere to the elements of this policy is considered a serious violation of County safety policy. Employees not following the lockout/tag-out procedures will face appropriate disciplinary action up to and including termination.

Any contractor hired by any County department shall have all affected employees trained in regards to the provisions of this policy. Such contractor shall be responsible for understanding and following the lockout/tagout policy. Failure to do so may result in immediate suspension of work and loss of contract.