



Lockout/Tagout Procedure

**Lockout / Tagout Procedure
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INTRODUCTION

The California Code of Regulations, Title 8, Section 3314 requires the Control of Hazardous Energy for the cleaning, repairing, servicing, setting-up, and adjusting operations of prime movers, machinery and equipment, including lockout/tagout procedures for the safety of all employees.

This program establishes the minimum requirements for lockout of energy sources that could cause injury to personnel. All employees shall comply with this program and the procedures outlined.

This program applies to all City departments whose employee's service or maintains equipment and machines which could either unexpectedly start up, or work in areas where the possibility of the release of stored energy could cause injury to employees. This includes authorized employees who perform repair, servicing and maintenance operation and effected employees who work with equipment to be lock or tagged out

RESPONSIBILITY

Any affected employees are responsible for following this procedure. All employees shall be instructed in the safety significance of the lockout procedure by the City's Facilities Manager. Each new or transferred employee shall be instructed by the City Facilities Manager in the purpose and use of the lockout procedure.

PREPARATION FOR LOCKOUT

Employees authorized to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout commences, job authorization should be obtained.

SEQUENCE OF LOCKOUT PROCEDURE

- All affected employees are issued a suitable lock (or locks). The lock has the individual workers name and other identification on it. Each worker has the only key to the lock issued.
- The employee checks to be sure that no one is operating the machinery BEFORE turning off the power. The machine operator is informed before the power is turned off. Sudden loss of power could cause an accident.
- Steam, air and hydraulic lines should be blend, drained, and cleaned out. There should be no pressure in these lines or in reservoir tanks.
- Any mechanism under load or pressure, such as springs, should be released and blocked.
- Each employee who will be working on machinery MUST put a lock on the machines lockout devices. Each lock must remain on the machine until the work is completed. Only the employee who placed the lock should remove his/her lock.
- All energy sources which could activate the machine must be locked out.
- The main valve or main electrical disconnect must be tested to ensure that the power to the equipment is off.
- Electrical circuits must be checked with calibrated electrical testing equipment. An electrical failure could energize the equipment, even if the switch is in the off position. Stored energy in electrical capacitors should be safely discharged.
- CAUTION: Return disconnects and operating controls to the off position after each test.

- Attached accident prevention tags which give reason for placing the tag, who to contact, and the date and time the tag was placed. No one may remove the lock without proper authority.

TESTING EQUIPMENT DURING LOCKOUT

- Clear all personnel to safety.
- Clear away tools and materials from equipment.
- Remove lockout devices and reenergize systems, following the established safe procedures.
- Proceed with tryout or test.
- Neutralize all energy sources once again, purge all systems. And lockout prior to continuing works.

RESTORING EQUIPMENT TO SERVICE

- Remove all non-essential items.
- Repair or replace defective guards before removing lockouts.
- Make a visual check before restoring energy to ensure that everyone is physically clear of equipment.
- Remove each lockout device using the correct removal sequence.

PROCEDURE INVOLVING MORE THAN ONE EMPLOYEE

In the preceding steps, if more than one individual is required to lock out equipment, each shall place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

RULES FOR USING LOCKOUT PROCEDURE

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock.

