

Carter County Schools
LOCKOUT/TAGOUT PROGRAM
OSHA 1910.147

PURPOSE

This procedure establishes the minimum requirements for lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment, or release of stored energy could cause injury.

All employees are required to comply with restrictions and limitations imposed upon them during the use of lockout. Authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment, which is locked out to perform servicing or maintenance, shall not attempt to start, energize, or use that piece of equipment.

SEQUENCE OF LOCKOUT

1. Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2. The authorized employees (Director of Maintenance and Maintenance Staff) shall identify the type of the energy that the machine/equipment utilizes and shall understand the hazards of the energy and know the methods to control the energy.
3. If the machine/equipment is operating, shut it down by the normal stopping procedure.
4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
5. Lockout the energy isolating devices(s) with assigned individual lock.
6. Stored or residual energy (such as that in capacitors, springs, rotating flywheels, hydraulic systems and air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate. CAUTION: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.
8. The machine or equipment is now locked out.

RESTORING EQUIPMENT TO SERVICE

When servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps should be taken.

1. Check the machine/equipment and the immediate area around the machine/equipment to ensure that nonessential items have been removed and that the machine/equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and re-energize the machine/equipment.
NOTE: The removal of some forms of blocking may require re-energization of the machine before safe removal.
5. Notify all affected employees that the servicing or maintenance is completed and the machine/equipment is ready for use.

LOCKOUT/TAGOUT EQUIPMENT

All Maintenance vehicles are equipped with a Lockout/Tagout kit. It is the responsibility of the Maintenance employee to advise the Risk Management Coordinator or Maintenance Director when replacement parts/kits are needed.