

CHEYENNE COUNTY
LOCKOUT-TAGOUT PROGRAM

I. Purpose

This procedure establishes requirements for the lockout of energy isolating devices. An “energy-isolating device” is 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 manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; 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.

It should be used to ensure that the machine or piece of equipment is isolated from all potentially hazardous energy and locked out and freed of all residual or accumulated energy before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury. Department Heads are encouraged to adopt specific polices for their department to ensure regulatory compliance and the safety and protection of their employees.

II. General Program Management

A. Responsibility

It is the responsibility of the Safety Coordinator to identify all equipment subject to the County’s Lock-out Tag-Out Program and to approve all Hazardous Energy Control Procedures and to ensure that authorized employees understand this policy.

B. Program Review and Update

To keep our general program up-to-date, it will be reviewed and updated by the Safety Coordinator periodically or as needed whenever new equipment subject to the Program is put into service.

III. Methods Of Compliance

A. Preparation for Lockout

The authorized employee shall obtain the proper Energy Control Procedure Form adopted by the Safety Coordinator and review it before attempting 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. Any questionable identification of sources shall be cleared by the employees with their Department Head.

B. General Lockout or Tagout System Procedure

- 1) Notify all affected employees that a lockout is required and the reason therefor.
- 2) If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).
- 3) Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, other) is disconnected or isolated from the equipment.
- 4) Lockout energy isolating devices with an assigned individual lock.
- 5) Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down.
- 6) After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test. The equipment is now locked out

C. General Restoration of Equipment to Service

- 1) When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.
- 2) When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.

D. General 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 employees or contractors. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock.

E. Outside Service or Contractor Personnel

Outside personnel or contractors that may be involved with or affected by the energy control procedures must submit their energy control procedures to the Safety Coordinator. Affected employees of this County will be trained and notified of the proper procedures by the Safety Director.

IV. Information and Training

Training will be given on lockout by the Safety Coordinator to any Authorized Employee identified by the Safety Coordinator and the appropriate Department Head. It is encouraged that such training would include the following:

1. Recognition of applicable hazardous energy sources.
2. The type and magnitude of the energy available in the workplace.
3. The method and means necessary for energy isolation and control (based on the Energy Control Procedure Sheets).

A list of employees trained, type of training, and dates of training will be maintained by the Safety Coordinator.

ENERGY CONTROL PROCEDURE FORM

MACHINE:

Type, Manufacturer, Model & Serial Number

LOCATION:

ENERGY SOURCES AND LOCATIONS OF ENERGY ISOLATING DEVICES:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

AUTHORIZED EMPLOYEE(S):

AFFECTED EMPLOYEE(S):

QUALIFIED EMPLOYEE(S):

SPECIFIC PROCEDURE FOR THIS EQUIPMENT IS AS FOLLOWS:

EQUIPMENT SPECIFIC PROCEDURE

EQUIPMENT NAME: _____ **EQUIPMENT NO:** _____

PURPOSE OF LOCKOUT/TAGOUT: General () Maintenance () Inspection ()
Cleaning () Non-routine repair ()

AUTHORIZATION: Only employees trained in the lockout/tagout procedures for the above named equipment and having received training in lockout/tagout procedures may work on this equipment.

ENERGY SOURCES:	<u>SOURCES</u>	<u>TYPE</u>	<u>SOURCES</u>	<u>TYPE</u>
	1.Electrical	_____	6.Hydraulic	_____
	2.Fuel Gases	_____	7.Chemical	_____
	3.Fuel Oil	_____	8.Gravity	_____
	4.Steam	_____	9.Spring Tension	_____
	5.Comp Air	_____	10.Other	_____

TO SECURE:

1. Notify all affected employees that the application of Lockout/Tagout devices will be applied to this machine
2. Shut down machine and apply Lockout/Tagout device as follows:
3. Test cycle the machine to insure lockout is applied correctly and/or test circuits/relieve pressure etc. as required to insure no energy is present.

AFTER WORK IS COMPLETE:

1. Clear machine or equipment of tools and materials.
2. Notify all affected employees and remove all tools from equipment area.
3. Employee(s) that applied lockout/tagout devices shall remove them.
4. Start equipment or machine as follows: