

LOCK OUT/TAG OUT POLICY & PROCEDURES CITY OF JACKSON CITY MAINTENANCE

(WAS PARKS MAINTENANCE)



Revised November 2020

CITY OF JACKSON
Hazardous Energy Control Policy and Procedures of Lock Out/Tag Out (LOTO)
For Energizing Source

Purpose

The purpose of this policy and procedures are to establish a specific program for hazardous energy control procedures as they apply to Lock Out and Tagging on equipment that is powered by an energizing source by the City of Jackson in accordance with regulations set forth in OSHA 29 CFR 1926.417; 1926.417(a); 1926.417(b); 1926 Subpart K.

Scope

This specific policy pertains to the City of Jackson's City Maintenance Department that would service, repair, or otherwise be involved in work being performed on or near equipment that is powered by an energizing source, such as electric, pneumatic, hydraulic, gas, water, steam, chemical, momentum, gravity, or springs shall lock out or tag out and try out the equipment prior to performing any maintenance or set-up. (Includes normal production operations if a guard or other safety device is removed or by-passed, or if any part of the body is required to be in the appoint of operation, or a danger zone exists during equipment operating cycle).

Review entire Lock Out/Tag Out procedures and consult equipment operator's manual before beginning work on equipment. This policy applies to all City Maintenance employees and outside contractors.

ONLY AUTHORIZED EMPLOYEES TRAINED IN LOCK OUT PROCEDURES ARE PERMITTED TO PERFORM LOCK OUT!

This policy applies to all employees and outside contractors. These are minimum requirements only and **ARE NOT TO BE CONSIDERED AS ALL ENCOMPASSING.**

Definitions:

- Lock Out - the term that shall mean the locking of the energy source of a piece of equipment in such a way that the equipment cannot be energized without the lock being removed.
- Tag Out is the placement of a tag out device on an energy isolating device to indicate that the energy isolating device, and equipment being controlled, may not be operated until the tag out device is removed. All tags shall conform to requirements outlined in 1910.147 of the TOSHA General Industry Standards and contain the following information.
- Electrical lockout shall mean disconnecting the electrical power from equipment at the source of electric current by pulling a disconnect switch and attaching a lock.

Lock Out/Tag Out (LOTO) is required when:

1. The energizing of a piece of equipment exposes an employee to a hazard when they are working on or near that piece of equipment. (ie: guards are removed or any part of the body is to be in the point of operation).
2. The operation of a piece of equipment may cause damage to that equipment.
3. It is necessary to prevent the unauthorized use of equipment.

LOCK OUT/TAG OUT AND TRY OUT PROCEDURES:

A. Locking out or tagging out ANY equipment:

1. Before starting work on any piece of equipment requiring a lock out or tag out, the individual involved must first obtain permission from the production foreman responsible for the equipment. Also, if proper locking or tagging sequence is in question, check with production foreman responsible for equipment.
2. Equipment must be shut off at the appropriate energy source and any lines bled if necessary. This will ensure that the proper equipment is de-energized and locked or tagged out.
3. The lock out or tag out shall be made at the energy source by the individual performing the work.
4. Switches or breakers in motor rooms or substations will be thrown or pulled out by Department personnel and locked out or tagged by all individuals performing the work.

5. Each person who works on a Locked Out/Tagged Out piece of equipment shall place his/her lock/tag on the equipment.
6. When this is not feasible, due to a large number of people working on the equipment, the supervisor of each group shall place a department lock/tag on the energy isolating device.
7. **No group shall work under another groups lock or tag. No individual shall work under another individual's lock or tag.**
8. When multiple locks are required, use a multiple lock device, not a lock daisy chain.
9. When there is doubt as to the location of the proper energy isolating device(s), the Maintenance Department Supervisor and/or Department Head shall be contacted to ensure that the proper isolating device(s) are identified and locked/tagged out to de-energize the system or equipment.

B. Try out Procedure:

1. The group or individuals performing the work shall, (after locking out or tagging out the energy isolating device(s), attempt to operate the equipment before beginning work on the equipment.
2. The person trying out the equipment shall always push the stop buttons after testing.
3. If equipment DOES energize during the test, push the stop button and immediately contact the supervisor.

C. Removal of locks or tags:

1. Each person shall personally remove his/her own lock or tag. If work extends into subsequent shifts and individual locks or tags are being used, the original shift members must remove their own locks or tags at the end of their shift.
2. The persons involved on all subsequent shifts shall lock out, tag out and try out (if possible) in accordance with the above procedure.
3. It shall be a safety violation, resulting in disciplinary action, to remove another person's lock or tag.

D. When an employee has left his/her lock or tag on for an unknown reason and it has to be removed, the following procedure shall be adhered to:

1. If the employee is in the building, they shall remove the lock or tag.
2. If the employee has left the building, every effort shall be made to contact him/her, to determine the reason for leaving the lock or tag in place.

E. If the employee cannot be located either in the building or at home, the following procedure shall be adhered to:

1. The department supervisor and/or department head, along with a member of the same work group as the employee, must check out the equipment and make sure it is safe to remove the lock or tag.
2. Only with the supervisor and/or department head's authorization, can the safety lock or tag be removed.
3. The Supervisor and the member of the same group must fill out the back side of the tag with their signature and the reason for removal, or tag the removed lock with the same information.
4. The removed tag or tagged lock must then be forwarded to the department head with details of the incident for further action.

F. PROCEDURE FOR EQUIPMENT THAT CANNOT BE PHYSICALLY LOCKED OUT

1. Due to the age and design of some equipment, it may not be possible to physically lockout some equipment. Every effort should be made to attach a device to these systems so they can be physically locked out.
2. For switches and valves where lockout provisions are not provided, special modifications may be necessary to correct such inadequacies.
3. Whenever major replacement, repair, renovation or modification of machines or equipment is performed, and whenever new machinery or equipment is installed, energy isolating devices for such machines or equipment shall be designed to accept lockout device.

G. Electrical equipment:

1. Breakers shall be placed in open position, pulled from cell where necessary and then tagged by the individual performing the work.
2. Knife switches shall be pulled to open the circuit and tagged. Access to the switch shall be restricted by a barrier or enclosure.

3. Tags, (with the information listed in Tagout above) shall be placed on all open breakers and at other strategic locations, (machine start buttons, etc.), by the employees involved, notifying all people in the area that the equipment is being repaired.

H. Other energized equipment:

The following are other types of safeguards that shall be taken when it is impossible to physically lock the equipment:

1. Blanks in the lines.
2. Break lines and drop a section out on all sides of work being performed.
3. Physically disconnect and tag the energy supply for the equipment to be repaired.
4. Release or physically block any device with stored or potential energy in the system.
5. Place an employee of the same group that is working on the equipment, and who is properly instructed, at the disconnect as a safety person to ensure that equipment is not inadvertently energized.

I. LOCK OUT PROCEDURES FOR OUTSIDE CONTRACTORS

1. When it is necessary for outside contractors to lock out or tag out equipment, the following shall be required.
2. The maintenance, production, or engineering supervisor assigned to the project shall follow the procedures outlined in this policy and lock or tag the equipment.
3. The contractor shall accompany the supervisor or his representative while the lock out/tag out procedure is being performed and attach their locks or properly filled out tags.
4. The supervisor of the project and contractor shall be responsible for removing their own locks or tags when the work is complete.
5. There will be no exceptions to this rule.
6. Disciplinary action shall be taken by contractors on their employees for failure to abide by this procedure.

Disciplinary action for City employees:

1. Failure of employees to follow/perform the steps established for Lock Out/Tag Out Policy and Procedures will result in consequences as enumerated below and/or in accordance with the general disciplinary policy.
 - A. **Minor 1st Infraction:**
 - Verbal reprimand from supervisor and remedial training
 - B. **Minor 2nd Infraction:**
 - Written reprimand from supervisor and remedial training
 - C. **Major Infraction (over \$2,000 damage or injuries that occurred from the infraction):**
 - AUTOMATIC one-day suspension without pay and remedial training when returned to work.
 - To be determined by supervisor: More than one major infraction could result in termination of employment.

Employees have the right for Appeal of Disciplinary Action as described in the City of Jackson Employee Handbook and should contact the Human Resource Department at City Hall.

Training for all new hires and employees will be provided for the departments for Lock out/Tag out programs in accordance with the Department's Safety Training Policy. The Safety Officer will assist on all training materials.