

Iowa County, Iowa  
Policy Manual

Title: Lockout/Tagout	Reference #: SA007
Section: Safety	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

### **Purpose**

This program was created to ensure the safety and health of our employees while identifying and controlling hazardous energy sources. All procedures and policies were prepared in accordance with OSHA regulation Section 1910.147 Control of Hazardous Energy Sources.

The entire report can be found at

[https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9804](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9804). Copies of this program will also be located at each work site where lockout/tagout situations may be prevalent.

### **Definitions**

*Affected employee* – An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout/tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

*Authorized employee* – A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

*Energy source* – any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy.

*Lockout* – the placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

*Tagout* – the placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

***\*For a complete listing of all definitions refer to OSHA regulation Section 1910.147(b).***

### **Equipment and Machinery Evaluations**

Equipment and machinery operated or services by employees shall be individually evaluated for an equipment or machine specific lockout procedure using the Lockout Safety Procedures form. This form contains the energy sources and proper isolation procedures for the equipment or machinery. This form can be found in policy SA015 Lockout Form.

### **Cord and Plug Equipment**

Equipment that can be unplugged from an outlet and has no other hazardous energy sources does not fall under the requirements of this program as long as the plug is under the exclusive

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control of the employee performing service or maintenance. If the employee is unable to maintain exclusive control of the plug, then a plug lock or other suitable energy isolation device must be used in accordance with this policy.

### Lockout/Tagout Procedures

1. Prior to initiating the lockout/tagout procedure, all employees servicing or providing maintenance on machinery or equipment shall identify which energy sources are present and the procedures to follow to isolate the energy sources.
2. Notify all affected employees that the equipment or machinery will be locked out or tagged out for servicing repair.
3. If equipment is operating shut down by normal means.
4. Operate switch, valves or other energy isolation devices so that equipment is effectively isolated from all energy sources. All stored energy must be dissipated, bled or blocked to prevent accidental release.
5. Apply appropriate isolation devices with assigned locks or tags. ***Tags may only be used if a machine cannot be locked.*** A tag will be attached to each lock to identify the installer, date, time and authorization of the lockout. If machinery or equipment cannot be locked out, a tag will be used by itself. If machinery or equipment can be locked out, then a lock must be used. Tags of durable construction and labeled in a manner that will remain legible in wet or corrosive environments. Tags will be attached by self-locking nylon cable when possible.
6. Test all switches and operating control to confirm that all energy sources are isolated. After test, return switches and other controls to “off” or “neutral”.
7. Begin service or maintenance work.

### Restoring Power

1. After service or maintenance work is complete, inspect area to ensure tools are removed, re-install guards and verify that employees are clear of the machinery or equipment.
2. Notify employees that lockout/tagout has concluded.
3. **Have the same employee that placed the locking devices remove locks or tags.**
4. Commence start up.

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**Group lockout/tagout**

If more than one person is required to lockout/tagout equipment or machinery, each person must place their personal lockout device or tag on the energy isolation device. If the equipment or machine will not accept multiple locks, a hasp may be used.

**Shift Change**

The Safety Director or the employee originating the lockout/tagout procedure for the specific job must be responsible for the transfer of lockout/tagout devices between shift personnel.

**Emergency Lock/Tag Removal**

Locks or tags will only be removed by department head/supervisor or their designee.

**Employee Information and Training**

The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage and removal of the energy controls are acquired by employees.

**Outside Contractors**

Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, Iowa County and the outside employer shall inform each other of their respective lockout or tagout procedures.