

Salt Lake Community College

Program for the Control of Hazardous Energy

(Lockout/Tagout)



Prepared By:

Environmental Health and Safety

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Intended use of this program:

The purpose of this program is to establish lock out/tag out procedures. These procedures include affixing appropriate lock/out tag out devices to energy isolating mechanisms and otherwise disabling machines or equipment to prevent unexpected energizing, and start-up or release of stored energy thereby preventing injury to employees.

Responsibility:

The Facilities Division Management Team in cooperation with the Environmental Health and Safety Manager share the responsibility to follow the “Lock out/Tag out” program. All employees that may be subjected to hazardous energy shall be instructed as to the significance of lock out/tag out procedures. These employees are called authorized employees. Affected employees are those employees who are not locking out a piece of equipment but are affected by the shutdown of the equipment. This training shall be conducted by Facilities Division supervisors to all authorized employees that they feel need it.

Procedures:

The procedure for the application of energy control shall cover the following elements and actions and shall be done in the following sequence:

- 1- Preparation for shutdown:** Before an authorized employee locks out a machine or piece of equipment, they must have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the means to control the energy.
- 2- Machine or equipment shutdown:** An orderly shutdown must be implemented to avoid any additional or increased hazard(s) to employees as a result of equipment de-energization.
- 3- Machine or equipment isolation:** Lock out devices shall be affixed to each energy isolating mechanism by authorized employees only. Lock out devices shall be affixed in a manner that will hold the energy in a “safe” or “off” position. If the equipment is not capable of receiving a lock out device, a tag out device may be used.

Tag out devices shall be affixed in such a manner as will clearly indicate that the operation or movement of energy-isolating mechanisms from the “safe” or “off” position is prohibited.

4- Stored energy: Following the application of lock out/tag out devices to energy isolation mechanisms, all potentially hazardous stored energy shall be rendered safe. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

5- Verification of isolation: Prior to working on machines or equipment that have been locked out or tagged out, the employee shall verify that isolation and de-energizing of the machine or equipment has been accomplished.

6- Release from lock out or tag out: Before lock out or tag out devices are removed and energy is restored to the equipment, the following steps shall be taken to ensure the following:

Inspection: The work area shall be inspected to ensure that non-essential items have been removed and that the machine or equipment components are operationally intact.

Employees: The work area shall be checked to ensure that all employees have been safely positioned or evacuated. All affected employees shall be notified.

7- Lock out or tag out device removal: Each lock out or tag out device shall be removed from the equipment by the employee who applied the device.

8- Group lockout or tag out: When servicing and/or maintenance is performed by a crew they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by implementation of a personal lock out/tag out device. This shall be accomplished by the following:

The application of a multi-lock accepting device by the primary employee working on the equipment

The primary employee attaching his/her lock to the multi-accepting device

Each employee shall affix a personal lock out or tag out device to the multi-lock accepting device when they begin work, and shall remove those devices when they stop working on the machine or equipment being serviced or maintained

The primary employee shall then remove his/her lock and the multi-lock accepting device when all service or maintained or serviced.

9- Shift or personnel changes: To ensure the orderly transfer of lock out or tag out devices between off-going and on-coming employees and minimize exposure to hazards from unexpected energization, start-up of the machine or equipment, or the release of stored energy, these procedures must be followed:

The on-coming personnel shall notify the off-going personnel that they are ready to begin work on the machine or equipment

All lock out or tag out devices attached to the machine or equipment by the off-going personnel shall be removed and immediately replaced with like devices by the on-coming personnel

The primary employee shall ensure that all pertinent coordination between the off-going and the on-coming personnel has been completed before work by the on-coming personnel starts

For questions regarding this policy or its application please contact the SLCC Environmental Health and Safety Manager at 801-957-4902.