

Facilities Management Department

Coppin State University

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Policy Title: Lockout/Tagout (Control of Hazardous Energy)

Effective Date:

Last Review Date:

- I. Purpose: To protect all employees and contractors from the hazards caused by the unexpected energizing, start-up or release of stored energy during the maintenance of equipment.
- II. Regulations:
 - A. Occupational Safety and Health Administration (OSHA), 29 CFR (Code of Federal Regulations) 1910.147 – The Control of Hazardous Energy (Lockout/Tagout).
- III. Policy:
 - A. Units required to follow the Lockout/Tagout Procedures:
 1. All Facilities Management Departments employees
 2. All Contractors
- IV. Responsibilities:
 - A. Directors, Managers and Supervisors
 1. Prepare an inventory of equipment and machines that will be covered by this Policy.
 2. Prepare specific Lockout/Tagout Procedures for those equipments and machines on the inventory.
 3. Identity persons authorized to implement these procedures.
 4. Provide a proper Logout/Lagout equipment (locks, tags, multiple lock holders, etc.) as needed.
 5. Ensure contractors know and apply this policy.
 - B. Responsibilities of Employees
 1. Comply with this policy and report any concern to their immediate Supervisor.
 2. Ensure the security of their locking devices.
 3. Complete all safety training.

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4. Notify coworkers that could be affected the need to implement the procedure due to maintenance of equipment.

C. Responsibilities of contractors

1. Ensure the understanding of this policy. Any question should be directed to the Project Manager or to the Safety and Environmental Manager.

2. Communicate to the Project Manager the need to implement the Lockout/Tagout procedure. Also, inform the work to be done and the time frame of the work.

3. Use only locking devices provided by the Project Manager or authorize representative.

4. Ensure the removal of the locking devices once the work is done.

5. Notify immediately the Project Manager if there is a delay in the work being done and the locking devices stay on for more time than the projected time.

V. General Procedure

A. Identify all types of energy (electrical, pneumatic, chemical – gas or liquid, mechanical, electromagnetic, thermal, UV).

B. Notify all affected employees that maintenance works are going to be in effect.

C. Turn off the equipment by normal shutdown procedure.

D. Dissipate or isolate stored energy, such as springs, elevated machine members, rotating fly wheels, hydraulic systems, air gas, steam, and/or water pressure.

E. Place the lock and tag to the energy isolating device.

F. Before starting to work on the equipment, ensure that the equipment is completely deactivate.

G. After the work on the equipment is finish, ensure that all tools have been removed, and all guards are in its place.

H. Verify that all controls are in the off position.

I. Remove all locking devices and tags and restore energy to the equipment.

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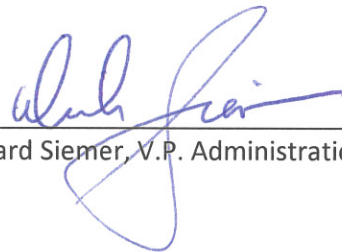
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J. Notify all affected employees that the equipment is in normal operation.

VI. Enforcement

Compliance of this policy is mandatory to all Facilities Management employees and all contractors in Campus. Inspections will be performed to ensure the compliance with this policy. This policy will be maintained and enforced by the Safety and Environmental Manager.

Signature: _____

 1/6/11

Richard Siemer, V.P. Administration and Finance