

LOCK OUT / TAG OUT PROGRAM

OVERVIEW

The Lock Out / Tag Out Program serves to provide guidance to management and employees working for the City of Mebane. It is the intent of this document to meet any local, state or federal mandates including those required pursuant to the regulations outlined under Occupational Health and Safety Administration's (OSHA) 29 Code of Federal Regulation 1910 and 1926. The City of Mebane Safety Committee Chair, or designee, shall investigate any accident that occurs within the jurisdictional limits for the City of Mebane.

This City of Mebane safety procedure establishes the minimum requirements that must be followed by employees to protect themselves from hazardous energy sources while performing service and maintenance on equipment, machines, and systems. It shall be used to ensure that all potentially hazardous energy sources are neutralized and locked out and/or tagged out before servicing and maintenance tasks are performed.

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation that could cause injury. Employees must not attempt to operate any energy-isolating device that is locked and/or tagged out. If only tag out procedures is used, they must show evidence that they are at least as effective as lockout procedures. Whenever possible, both lockout and tag out methods should be utilized to achieve maximum safety.

PURPOSE

The Lock Out / Tag Out Program is created to provide guidance and expectation for employees and visitors of the City of Mebane. The programs shall be reviewed at least annually, and, based on the ever changing work and natural growth of the City of Mebane so shall these documents be modified to reflect such growth and change. The Safety Committee Chair, or designee, shall have responsibility for managing changes to the safety program.

This City of Mebane safety procedure covers the protection of employees from hazardous energy sources while servicing and maintaining equipment, machines, and systems in which the unexpected energization or start-up of the equipment, machine, or systems, or the release of stored energy could cause injury to employees. Further information and the exact requirements for this section can be found in NIOSH Standard for General Industry 1910.147--Control of Hazardous Energy Sources (Lock out/tag out). This standard does not apply to cord and plug type equipment provided that the person performing the service or maintenance is in control of the unplugged cord.

SCOPE

The City of Mebane lock out/tag out procedure applies to all employees *authorized* to perform servicing and/or maintenance on equipment, machines, and systems. It also applies to those *affected* employees operating equipment, machines, or systems on which servicing and maintenance is performed and *other* employees whose duties require them to enter work areas where servicing and maintenance is performed. All three (3) groups of employees (authorized, affected, and others) must be appropriately trained concerning the city's lock out /tag out procedures.

Prior to the start of a task requiring lock out/tag out, all necessary energy neutralizing devices, materials, and hardware used in the lock out/tag out procedures must be provided by the city.

RESPONSIBILITY

It is the responsibility of every employee to not only read, but also *understand* the information on these pages. Each employee of the City of Mebane should consider it a personal responsibility to engage in daily activity that is safe and consistent with these programs.

City of Mebane management has the expectation of each employee to understand his or her right to ask questions and seek more information if a program or task is not clear or well understood. If an employee has questions regarding the safety and health programs they should contact their supervisor for clarification.

The programs contained herein shall serve as a minimum guideline for entities coming on to City of Mebane property for the purposes of conducting business. Prior to conducting any project the entity shall establish compliance with the guidance set forth in this document.

Safety of employees, vendors, contractors and the public, city equipment and property will be considered the priority on any task and in no case shall it be compromised.

TYPE OF LOCKS USED AND COLOR CODES:

- Public Works-Red Brady Locks
- Parks and Recreation-Green Brady Locks
- Library-Black Brady Locks
- City Hall-Yellow Brady Locks
- Police Department-Yellow Brady Locks
- Fire Department-Blue Master

TYPE AND SEVERITY OF ENERGY AND HAZARDS

The forms of potentially hazardous energy sources located throughout City of Mebane include, but are not limited to:

- Electrical energy to power equipment, machines and systems
- Hydraulic energy
- Chemical energy
- Thermal energy (Steam)
- Other energy sources, including gravity, which is hazardous

Each City of Mebane Department Head is responsible for listing the specific types and magnitude of potentially hazardous energy within their department. The types of energy may be any of those listed above and the magnitude of electrical energy may be voltage, while pneumatic and hydraulic may be pounds per square inch (psi).

ENERGY ISOLATING DEVICES

Each department is also responsible for surveying the energy isolating devices within their department including, but not limited to:

- Electrical disconnect switches,
- Hydraulic valves,
- Pneumatic valves
- Chemical pipeline valves,
- other energy isolating means

TRAINING

All City of Mebane employees *authorized* to perform servicing and maintenance, those *affected* employees operating equipment, machines, or systems on which servicing and maintenance is performed, and *other* employees entering work areas where servicing and maintenance is performed, must understand the purpose and function of the lock out/tag out program.

Department Heads are to ensure that employees have been properly trained as required by this policy. When an employee transfers or a new employee is hired they too must be trained to the appropriate level.

Employee Retraining

Retraining is required for all authorized and affected employees whenever there is a change in job assignment, a change in machines or equipment that presents a new hazard, or when there is a change in the energy control procedure.

GENERAL PROCEDURES

City of Mebane employees performing service and maintenance on equipment, machines, or systems must be protected by lock out/tag out procedures. Specific individual procedures are required for all servicing and maintenance of equipment, machines or systems requiring lock out/tag out of more than one energy source (see next section).

Specific lock out/tag out procedures are not required to be documented if all of the following criteria exist:

- equipment, machines or systems have no potential energy;
- equipment has a single energy source, readily identified and isolated;
- isolation and lockout completely de-energizes and de-activates the machine or equipment;
- machine is isolated from the energy source and locked out during servicing and maintenance;
- a single lockout device will achieve lockout;
- it is under the control of the employee performing the lockout;
- it does not create hazards for others; and there have not been lock out/tag out accidents concerning the machine or equipment

The overall general lock out/tag out procedure may be followed when all of the above conditions have been met.

Specific Lock out / Tag out Procedures

Each department which services or maintains equipment is required to prepare specific individual lock out/tag out procedures for equipment, machines and systems requiring more than one lock out/tag out of energy isolating devices and/or those that do not meet the exception requirements listed above in Section A, General Requirements.

Each lock out/tag out procedure must include:

- Equipment, machines, or system description/identification,
- Energy source,
- Type(s) and location(s) of energy isolating means,
- Verification that lock out/tag out devices were installed, and
- Neutralization of any stored or residual energy.

Shift Changes

The continuity of all lock out/tag out procedures must be maintained whenever there is a shift change or change in personnel. This is to include an orderly transfer of isolating devices in an effort to minimize exposure to hazards that might arise from the accidental energization of the equipment.

Lock Out Devices

The City of Mebane will provide lockout devices to its employees performing service and maintenance functions that require lock out/tag out.

These devices must be:

- substantial (requiring bolt cutters to remove),
- durable,
- singularly identifiable (to one person),
- used only for controlling energy sources during a lock out/tag out procedure,
- and keyed individually, with no master or duplicate.

Tags must have printing that is waterproof, and be attached with nylon cable ties and have appropriate warnings such: "Do Not Start, Do Not Open, Do Not Energize."

All lock out/tag out devices must be standardized throughout each City department in at least one of the following ways: color, shape, or size.

Lock out/Tag out Sequence

- Notify all affected employees that a lock out /tag out system is going to be utilized and the reason for its use.
- If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).
- Operate the switch, valve, or other energy isolating device(s) so that the equipment is

isolated from its energy source(s).

- Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
- Each individual involved must lock out / tag out the energy isolating devices with assigned City of Mebane approved individual lock(s) or tag(s). A multiple lock out/tag out device is one which allows many authorized employees to lock out/tag out a single energy source.
- After ensuring that no personnel are exposed, and as a check for having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.
- Return operating control(s) to neutral or off position after the test.
- The equipment is now locked out / tagged out and the authorized employee(s) can perform the servicing and maintenance.

Restoring Machines or Equipment to Normal Production Operations

- After the servicing and/or maintenance is complete and equipment is ready for normal operations, check the area around the machines or equipment to ensure that no one is exposed to hazards relating to start-up.
- After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lock out / tag out devices.
- Operate the energy isolating devices to restore energy to the machine or equipment.
- If the employee that locked out a machine is not available, a supervisor may remove (cut with bolt cutters) the lock after the following:
 - Insure employee is not at worksite --Check time clock to insure employee has left
 - Attempt to contact employee at home and inform him/her that their lock is being removed
 - Inform employee upon return to work that lock was removed -- Note on time card is one method to inform employee

TESTING AND POSITIONING – MACHINES, EQUIPMENT, OR COMPONENTS

In some cases, it may be necessary for authorized employees to briefly remove their lock out/tag out devices for testing or positioning machines, equipment or components.

Before removing the lock out/tag out devices:

- clear the machine/equipment
- remove potentially exposed employees

Once the machine/equipment is clear

- remove the lock out/tag out devices only for a time required to perform the controlled testing or positioning ensuring that no one is, nor will be, exposed to injury
- energize the machine/equipment and proceed with the testing/positioning

Immediately following the testing/positioning, de-energize the machine/equipment and reapply the lock out/tag out device(s).

ANNUAL REVIEW

Each lock out/tag out procedure must be annually inspected by an authorized employee, other than the one utilizing the energy control procedure. This will be accomplished by the authorized employee observing a lock out/tag out job and recording the following information. If the inspection finds inadequacies in the performance or changes are needed to the procedures, retraining of employees must be undertaken.

- Inspector's name (Authorized employee performing inspection)
- Name and Location of equipment
- Time and date
- Lock out/tag out job (procedure) observed
- Employees involved
- Inspection findings, need for retraining
- Any deviations or inadequacies observed
- Recommendations
- Corrective action taken

The completed forms must be signed, filed, and maintained.

CONTRACTORS

All contractors must comply with lock out/tag out procedures specified by the City of Mebane. City employees must not violate the contractor's lock out/tag out procedures. Any deviation from City of Mebane lock out/tag out procedure by contractor's performing work onsite, requires that city employees working in the area (authorized, affected and others) be trained in the contractor's procedures.

Policy Review and Critique Form

Review by:

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EnviroSafe Consulting and Investigation

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Date:

1 / 28 / 2015

Type of review:

Annual: X

Post-Emergency:

Problems leading to review:

Problems noted during review:

Action to be taken:
