

City of Seaside
Standard Operating Procedure #77
Lockout/Tagout Program

I. PURPOSE

This program establishes the minimum requirements for lockout of energy sources that could cause injury to personnel.

II. SCOPE

This program applies to all City departments where employees service or maintain equipment and machines which could either unexpectedly start up, or work in areas where the possibility of the release of stored energy could cause injury to employees. This includes authorized employees who perform repair servicing and maintenance operation and effected employees who work with equipment to be locked or tagged out.

III. PROCEDURE

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock.

1. Preparation for Lockout

Employees authorized to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors. Before lockout commences, job authorization should be obtained.

2. Sequence of Lockout Procedure

- All affected employees are issued a suitable lock (or locks). The lock has the individual worker's name and other identification on it. Each worker has the only key to the lock issued.
- The employee checks to be sure that no one is operating the machinery BEFORE turning off the power. The machine operator is informed before the power is turned off. Sudden loss of power could cause an accident.
- Stem, air, and hydraulic lines should be bled out, drained, and cleaned out. There should be no pressure in these lines or in reservoir tanks.
- Any mechanism under load or pressure, such as springs, should be released and blocked.
- Each employee who will be working on machinery MUST put a lock on the machine's lockout device. Each lock must remain on the machine until the work is completed. Only the employee who placed the lock should remove his/her lock.
- All energy sources which could activate the machine must be locked out.

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- The main valve or main electrical disconnect must be tested to ensure that the power to the equipment is off.
- Electrical Circuits must be checked with calibrated electrical testing equipment. An electrical failure could energize the equipment, even if the switch is in the off position. Stored energy in electrical capacitors should be safely discharged.
- CAUTION: Return disconnects and operating controls to the off position after each test.
- Accident prevention tags must be attached which give reason for placing the tag, who to contact, and the date and time the tag was placed. No one may remove the lock without proper authority.

3. Testing Equipment During Lockout

- Clear all personnel to safety
- Clear away tools and materials from equipment.
- Remove lockout devices and reenergize systems, following the established safe procedures.
- Proceed with tryout or test.
- Neutralize all energy sources once again, purge all systems, and lockout prior to continuing work.

4. Restoring Equipment to Service

- Remove all non-essential items
- Repair or replace defective guards before removing lockouts.
- Make a visual check before restoring energy to ensure that everyone is physically clear of the equipment.
- Remove each lockout device using the correct removal sequence.

5. Procedure Involving More than One Employee

In the preceding steps, if more than one individual is required to lockout equipment, each shall place his/her own personal lock on the energy isolating device(s). One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment of the whole crew. In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

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IV. TRAINING

Employees who may be exposed to hazardous energy will receive training before assignment to ensure that they understand the City's energy-control policy and have skills to apply, use, and remove energy controls. The training will include the requirements of 1910.147 and the following:

- Affected employees will be trained in the purpose and use of energy-control procedures. *An affected employee uses equipment that is being serviced under lockout or tagout procedures or works in an area where equipment is being serviced.*
- Authorized employees will be trained to recognize hazardous energy sources, the type and magnitude of energy in the workplace, the methods and means necessary for isolating and controlling energy, and the means to verify that the energy is controlled. *An authorized employee locks out or tags out equipment to do service work. An affected employee becomes an authorized employee when that employee's duties include service or maintenance work on equipment.*
- Employees whose jobs are in areas where energy-control procedures are used will be trained about the procedures and the prohibition against starting machines that are locked or tagged out.
- Authorized and affected employees will be retrained whenever their job assignments change, energy-control procedures change, equipment or work processes present new hazards, or when they don't follow energy-control procedures.

Current training records will be maintained for each authorized and affected employee including the employee's name and the training date

V. RESPONSIBILITIES

- All employees must comply with this policy.
- Supervisors must enforce the use of lockout and tagout devices when employees do service or maintenance work and may be exposed to hazardous energy.
- Employees who do service and maintenance work must follow the lockout/tagout procedures described in this policy.
- Employees who work in areas where lockout/tagout procedures are used must understand the purpose of the procedures and are prohibited from attempting to restart machines or equipment that are locked or tagged out.

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VI. REFERENCES

California Code of Regulations, Title 8, Section 3314 requires the Control of Hazardous Energy for the cleaning, repairing, servicing, setting-up, and adjusting the operations of prime movers, machinery, and equipment, including lockout/tagout procedures for the safety of all employees.