

Lockout-Tag out Program



September 2012

IV. Tag out Procedures

For all machinery/equipment not permanently attached and where a disconnect station is not possible, safety plug locks shall be utilized. The safety plug locks prevent the machinery under repair from being plugged in.

Although tags are appropriate form of hazardous energy control, when locks cannot be utilize, employees should be aware that tags are warning devices and unlike locks, do not provide a physical restraint to prevent startup. Tags are not to be removed except by the person who applied it; they should not be bypassed, ignored or defaced. Tags must be legible, understandable, securely attached to the equipment/machine and must be able to withstand the environmental conditions encountered in the workplace.

The following procedure shall be utilized by all authorized employees of Suffolk County Community College when tagging out of equipment or machinery is necessary.

1. Identify machinery needing repairs and notify unit supervisor that the equipment will be turned off and tagged out
2. Notified all affected individuals you will be tagging out equipment
3. Employee shall identify the type and magnitude of the energy that the machine or equipment uses, and shall utilize appropriate methods to control the energy.
4. Equipment should be shut down according to the manufactures instructions.
5. Locate power line and unplug from main power source
6. Plug into safety plug lock and lock with padlock
7. Affix warning tag to power line at or near plug
8. Sign tag
9. Proceed with repairs

Restoring Machine or Equipment to Service:

Please follow procedure outlined under Section III.

Other Power Sources

When repairing or servicing equipment powered by an energy source other than electricity, the repairperson shall identify the energy source and disconnect from the area under repair, for example steam, water, and gas. In most instances, these power sources are controlled through a series of valves. Therefore:

Locate the control valve and turn off.
Properly attach valve lockout devices and lick
Affix warning tag and sign

Subsequent to all repairs, the locks and warning tags shall be removed and properly discarded.

Removal of Locks or Tags By Other Than Those Who Affix Them:

When the authorized employee who applied the lockout device is not available to remove it, that device may be removed under the direction of the Maintenance Supervisor. The following procedures will be used:

Community College will also provide periodic refresher training as it deems necessary. Training records shall include employee names and dates of training, as well as a brief description of topics covered. The training records will be located in the Assistant Director of Public Safety's office.

Inspections

Periodic inspection must be performed at least annually. The purpose of the inspection is to assure that the Lockout/Tag out procedures are being performed properly by appropriate personnel, and that employees are familiar with their responsibilities under the program. The inspection must meet the following requirements:

- ¾ Must be performed by an authorized employee, (not involved in the present performance of the lockout/tag out).
- ¾ The review must be performed between auditor and each authorized/affected employee concerning their responsibilities under the program. If tag out procedures are being performed then a review of the limitations of tags must also be confirmed with employees.
- ¾ Employer must certify the inspection was performed.

Standard Operating Procedure for the performance of the periodic inspection is located in Appendix A.

VI. References

The following information sources were used to complete Suffolk County Community College Lockout/Tag out Program:

- ¾ Federal Standard: 29 CFR 1910.147
- ¾ Federal Standard: 29CFR1910.147 Appendix A
- ¾ OSHA 3120 Guideline Control of Hazardous Energy

Appendix A *Periodic Inspections*

SOP 001 Completion of the Periodic Lockout/Tag out Inspections:

Scope: The following procedure is to be followed by authorized employees upon request by employer to perform the Periodic Lockout/Tag out Inspections. These inspections are mandatory for both procedures if the procedures are use at least once during the year by an authorized employee. Therefore each procedure (lockout and tag out) will be audited at least annually. An authorized employee who is not engaged in the lockout/tag out activity that is being observed must perform the audit.

Procedure:

1. The auditor shall obtain appropriate audit form from the Department.
2. The auditor shall also obtain a copy of the Lockout/Tag out procedure.
3. The auditor will fill in his/her name, the date, and the building/location of the audit.
4. The auditor will also record the type of equipment/machine that is being worked on as well as the names of the employee(s) performing the lockout/tag out procedure.
5. The auditor will then observe the employee(s) while he/she performs the lockout/tag out procedure. The auditor will view the written protocol as the work is being performed.
6. The auditor will then note any nonconformances or errors that were made.
7. The auditor will also note any suggestions for improvements in the program.

Lockout Audit

Name of Auditor:

Date of Audit:

1. Building/location of audit:

2. Type of equipment/machine lockout procedure is being used for:

3. Name of employee/employees performing lockout procedure:

4. Was the written protocol for lockout followed?
If not why?

5. Any deficiencies or inadequacies in procedure or performance of procedure observed?
If so what?

6. Suggestions of auditor to improve program:

7. As part of inspection the auditor must review with authorized employee his/her responsibilities under the College's lockout procedure. Both auditor and authorized employee must sign below certifying this review was performed.

Auditor:

Authorized Employee:

Audit reviewed by :

Signature:

Date:

Tag out Audit

Name of Auditor:

Date of Audit:

1. Building/location of audit:
2. Type of equipment/machine tag out procedure is being used for:
3. Name of employee/employees performing tag out procedure:
4. Was the written protocol for tag out followed?
If not why?

1910.333(b)(2)(i)

1910.333(b)(2)(iii)(E)(1)

Only one circuit or piece of equipment is deenergized, and

1910.333(b)(2)(iii)(E)(2)

The lockout period does not extend beyond the work shift, and

1910.333(b)(2)(iii)(E)(3)

Employees exposed to the hazards associated with reenergizing the circuit or equipment are familiar with this procedure.

1910.333(b)(2)(iv)

Verification of deenergized condition. The requirements of this paragraph shall be met before any circuits or equipment can be considered and worked as deenergized.

1910.333(b)(2)(iv)(A)

A qualified person shall operate the equipment operating controls or otherwise verify that the equipment cannot be restarted.

1910.333(b)(2)(iv)(B)

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1910.333(c)(1)

Application. This paragraph applies to work performed on exposed live parts (involving either direct contact or by means of tools or materials) or near enough to them for employees to be exposed to any hazard they present.

1910.333(c)(2)

Work on energized equipment Only qualified persons may work on electric circuit parts or equipment that have not been deenergized under the procedures of paragraph (b) of this section. Such persons shall be capable of working safely on energized circuits and shall be familiar with the proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools.

1910.333(c)(3)

Overhead lines if work is to be performed near overhead lines, the lines shall be deenergized and grounded, or other protective measures shall be provided before work is started. If the lines are to be deenergized, arrangements shall be made with the person or organization that operates or controls the electric circuits involved to deenergize and ground them. If protective measures, such as guarding, isolating, or insulating, are provided, these precautions shall prevent employees from contacting such lines directly with any part of their body or indirectly through conductive materials, tools, or equipment.

Note: The work practices used by qualified persons installing insulating devices on overhead power transmission or distribution lines are covered by 1910.269 of this Part, not by 1910.332 through 1910.335 of this Part. Under paragraph (c)(2) of this section, unqualified persons are prohibited from performing this type of work.

1910.333(c)(3)(i)

Unqualified persons

1910.333(c)(3)(i)(A)

When an unqualified person is working in an elevated position near overhead lines, the location shall be such that the person and the longest conductive object he or she may contact cannot come closer to any unguarded, energized overhead line than the following distances:

1910.333(c)(3)(i)(A)(1)

For voltages to ground 50kV or below - 10 feet (305 cm);

1910.333(c)(3)(i)(A)(2)

For voltages to ground over 50kV - 10 feet (305 cm) plus 4 inches (10 cm) for every 10kV over 50kV.

1910.333(c)(3)(i)(B)

When an unqualified person is working on the ground in the vicinity of overhead lines, the person may not bring any conductive object closer to unguarded, energized overhead lines than the distances given in paragraph (c)(3)(i)(A) of this section.

Note: For voltages normally encountered with overhead power line, objects which do not have an insulating rating for the voltage involved are considered to be conductive.

1910.333(c)(3)(ii)

Qualified persons When a qualified person is working in the vicinity of overhead lines, whether in an elevated position or on the ground, the person may not approach or take any conductive object without an approved insulating handle closer to exposed energized parts than shown in Table S-5 unless:

1910.333(c)(3)(ii)(A)

The person is insulated from the energized part (gloves, with sleeves if necessary, rated for the voltage involved are considered to be insulation of the person fro0.5(w)08[(lie9-5.j 0.003 Tc eronsive idF6.7(r)0.7(o)6(OTJ -0)0.5.9(t)5.6(i)5.53 Tc -0.0

The person is insulated from all conductive objects at a potential different from that of the energized part.

TABLE S-5 - APPROACH DISTANCES FOR QUALIFIED
EMPLOYEES -

