

# Stark County Board of Developmental Disabilities

Policy 3.03 Lockout/Tagout Program	Effective: 12/14/21
Chapter 3: Safety and Facilities	Page 1 of 3

## LOCKOUT/ TAGOUT PROGRAM

### POLICY

The Board shall be in compliance with the Federal OSHA standard 29 CFR 1910.147 to ensure that practices and procedures are implemented to shut down equipment, isolate it from its energy source(s), and prevent the release of potentially hazardous energy while maintenance and servicing activities are being performed. All devices designed to control the flow of energy such as circuit breakers, valve handles, and disconnect switches must have the capability of being locked out. Energy sources to be identified are electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and gravity or any combination of these.

The required components of the program will include, but are not limited to, a written program with documented procedures for each type of equipment in the agency, agency provided training to the employees and periodic inspections (conducted at least once a year by an authorized employee (one not performing lockout/tagout) and certified by the employer. Each power source must be identified and all training must be documented.

Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners or other hardware shall be provided by the employer for isolating, securing or blocking of machines or equipment.

The Program also recognizes that there are two groups of employees for the purpose of training and those are the affected employee and the authorized employee. An affected employee is one who is exposed to lockout/tagout procedures and must recognize locks and tags meaning and be given information about what is happening. An authorized employee is an employee who locks out or tags out in order to perform the maintenance or service task on the piece of equipment.

The Superintendent shall assure that a Lockout/Tagout Program is in place and is ongoing. This program will ensure that before service and maintenance are performed proper practices are followed to prevent the unexpected occurrence of energization, startup, or release of hazardous energy.

<b>Historical Resolution Information</b>	<b>Reviewer(s):</b>								
<table><thead><tr><th>Date</th><th>Resolution Number</th></tr></thead><tbody><tr><td>9/26/15</td><td>09-50-15</td></tr><tr><td>10/23/18</td><td>10-49-18</td></tr><tr><td>12/14/21</td><td>12-47-21</td></tr></tbody></table>	Date	Resolution Number	9/26/15	09-50-15	10/23/18	10-49-18	12/14/21	12-47-21	Buildings/Grounds Maintenance Manager Director of Human Resources Superintendent
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# Stark County Board of Developmental Disabilities

Policy 3.03 Lockout/Tagout Program	Effective: 12/14/21
Chapter 3: Safety and Facilities	Page 2 of 3

## **LOCKOUT/ TAGOUT PROGRAM**

### PROCEDURE

#### **I. Application of Control**

The established procedures for the application of energy control (lockout/tagout) shall cover the following elements and actions and shall be done in the following sequence:

- A. Have a check list system for each type of equipment (ex: air conditioner). Before the machine or equipment is shut off, the authorized employee will know the type, magnitude and hazards of the energy to be controlled and the methods used to control the energy.
- B. An orderly shutdown using the procedures established for the equipment must be utilized.
- C. All devices used to control the energy to the equipment or machine must be identified and placed in an "off" or "safe" position.
- D. Lockout devices shall be attached in a manner that keeps the energy control devices in an "off" or "safe" position. Tagout devices shall be attached at the same point a lock would have been attached and clearly indicate that the device is to remain in the "off" or "safe" position.
- E. All potentially hazardous stored, residual or recurring energy shall be relieved, disconnected, restrained and otherwise rendered safe. (Bleed all excess energy from equipment).

Prior to starting work, the authorized employee shall verify that all energy to the machine or equipment has been eliminated (try to start). It needs to be part of the checklist.

#### **II. Release from Lockout or Tagout**

Before lockout/tagout devices are removed and energy is restored, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:

- A. The work area shall be inspected to ensure that all tools and materials are removed and that all controls are operational and guards are in place.
- B. All authorized employees must be safely positioned when lock-out/tag-out devices are removed, and all affected employees must be notified that all lockout/tagout devices have been removed.
- C. When the authorized employee is not available to remove the lockout/tagout device, then it may be removed under the direction of the employer, provided specific procedures are followed. The specific procedure must include at least the following: (a) verify that the authorized employee is not at the facility, (b) Make reasonable effort to inform him/her that the device has been removed and (c) ensure that the authorized employee is informed about the action before returning to work in the facility.

# Stark County Board of Developmental Disabilities

Policy 3.03 Lockout/Tagout Program	Effective: 12/14/21
Chapter 3: Safety and Facilities	Page 3 of 3

## III. Additional requirements

- A. When lockout/tagout devices need to be temporarily removed for testing or positioning purposes, the following sequence of actions must be followed:
  1. Clear the machine or equipment in accordance with section II, paragraph A.
  2. Remove employees from the area in accordance with section II, paragraph B.
  3. Remove lock-out/tag-out devices as specified in section II, paragraph C.
  4. Energize and proceed with the testing or positioning, and de-energize all systems and reapply energy control measures in accordance with paragraph I.
- B. Outside service personnel/contractors and the on-site employer shall inform each other of their respective lockout/tagout procedures and the on-site employer shall ensure that its employees understand and comply with the outside service personnel/contractors lockout/tagout program.
- C. A group lockout/tagout program can be utilized providing it affords a level of protection equal to a personal lockout/tagout system. One authorized employee in the group shall be responsible to establish the set number of authorized employees working in the group, including their exposure status, and coordinate the affected work force.
- D. Specific procedures shall be utilized to ensure continuity of lockout/tagout device protection between shift changes.