



Lockout/Tagout Policy

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Note: this document supersedes any/all previous versions.

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I. Purpose and Scope

Energization, the release of energy from devices that either store energy, such as electricity, springs, or hydraulic systems, or store pressure such as air, gas, steam, chemicals, or water, is potentially dangerous. It has the potential to cause injury to those working on machines, equipment, or processes; to others in the area; or to damage the equipment or the facility. All such devices must be constrained from unexpected release (locked out) and must be tagged with appropriate warnings (tagged out). The Authorized Employee(s) will ensure that all energy sources have been isolated, locked out, tagged out, and otherwise disabled before performing any work activities.

The purpose of this Lockout/Tagout Policy (“Policy”) is to safeguard the health and safety of employees servicing or maintaining machines, equipment, or operating processes where the unexpected energization, start up, or release of stored energy could cause injury, as required by OSHA CFR 1910.147 *The control of hazardous energy (Lockout/Tagout)*.

II. Objectives

The objectives of this Policy are to:

1. To establish minimum requirements for the safe Lockout/Tagout of Energy-Isolating Devices.
2. To ensure that all employees are protected from potentially hazardous energy when performing service or maintenance activities.

The potential for serious injury or fatalities exist for all employees working with or around powered equipment, including all mobile equipment. The proper use of Lockout/Tagout procedures eliminates the risk of accidental contact with direct or stored energy when operating or maintaining equipment. Although each employee is primarily responsible for their own safety, in all instances where conditions are not covered by this Policy, or the job is not completely understood, employees shall obtain specific instructions from their supervisor before proceeding with the work.

III. Definitions

1. Affected Employee: One whose job requires him/her to operate or use a system or equipment which requires Lockout/Tagout during service or maintenance, or whose job requires him/her to work in an area where such servicing or maintenance is performed.
2. Authorized Employee: One who locks out or tags out a system or equipment in order to perform repairs/maintenance. An Affected Employee becomes an Authorized Employee when his/her duties include performing service or maintenance covered under this section.
3. City: The City of Elk River.
4. Energy-Isolating Device: A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of

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a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. *Push buttons, selector switches, and other control circuit type devices are not Energy-Isolating Devices.*

5. **Energy Source:** Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
6. **Lockout:** The placement of a Lockout Device on an Energy-Isolating Device, in accordance with an established procedure, ensuring that the Energy-Isolating Device and the equipment being controlled cannot be operated until the Lockout Device is removed.
7. **Lockout Device:** Any device that uses positive means, such as a lock, blank flanges and bolted slip blinds, to hold an energy-isolating device in a safe position, thereby preventing the energizing of machinery or equipment.
8. **Other Employees:** All employees who are or may be in an area where energy control procedures may be utilized.
9. **Tagout:** The placement of a Tagout Device on an Energy-Isolating Device, in accordance with an established procedure, to indicate that the Energy-Isolating Device and the equipment being controlled may not be operated until the Tagout device is removed.
10. **Tagout Device:** Any prominent warning device, such as a tag and a means of attachment, that can be securely fastened to an Energy-Isolating Device to indicate that the machine or equipment to which it is attached may not be operated until the Tagout Device is removed.
11. **Group Lockout Device:** A Lockout Device that accepts multiple padlocks used when more than one worker needs to lock out a system or equipment Energy Source.

IV. Authority for Plan

Guidelines and procedures found in this plan follow those outlined by OSHA CFR 1910.147 *The control of hazardous energy (Lockout/Tagout).*

V. Roles and Responsibilities

The following roles and responsibilities for implementation of the Policy will be updated as needed to reflect any change(s) in the assignment of these responsibilities.

Department Directors are responsible to:

1. **Implement** the Policy by:
 - A. **Directing** all supervisors to identify activities where Lockout/Tagout should be used, and to identify employees this may impact.
 - B. **Ensuring** that all necessary equipment is available to comply with this Policy.
2. **Enforce** compliance with this Policy. All employees who are impacted by this Policy must be trained and responsible for compliance with this Policy.

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3. Investigate any accident, including near misses, in which an employee was utilizing Lockout/Tagout procedures or failed to use Lockout/Tagout procedures.

Supervisors are responsible to:

1. Identify those areas or equipment where Lockout/Tagout must be used; make a thorough survey to locate and identify all equipment or other sources of energy that might accidentally or inadvertently start-up and cause injury to personnel; find switches, locks, or other safety devices for specific equipment. Since more than one machine or Energy Source may be involved, a complete investigation is required.
2. Develop written procedures for the areas or equipment where Lockout/Tagout must be used.
3. Inform all affected employees of the impending utilization of Lockout/Tagout procedures, making it known to all employees:
 - A. Which equipment is to be locked out.
 - B. Why it is locked out and all hazards involved.
 - C. Who is affected.
 - D. Approximately how long this procedure will be in effect.
4. Train all personnel in the location of the areas listed, established procedures, and the appropriate equipment to perform Lockout/Tagout.
5. Provide necessary equipment to properly perform Lockout/Tagout.
6. Conduct periodic inspections to ensure that Lockout/Tagout procedures are being properly implemented.
7. Enforce compliance with this Policy.
8. Document compliance with this Policy, including training and period inspections.

Employees are responsible to:

1. Attend and actively participate in training programs.
2. Understand their assigned tasks relating to Lockout/Tagout.
3. Comply with the directives of this Policy.
4. Advise supervisors as the need for Lockout/Tagout equipment.
5. Maintain Lockout/Tagout devices and padlocks in good working condition.
6. Refrain from starting, energizing, or using that machine or equipment which has been observed to be Locked and/or Tagged out.

The City's safety coordinator is responsible to:

1. Assist departments/divisions in selecting an appropriate procedure of energy isolation if questions arise as to the proper means of control.
2. Train appropriate supervisors and assist in the training of employees on this Policy.
3. Assist supervisors and department directors in the investigations of any accident or near miss accidents.
4. Audit each department's compliance with this Policy on an annual basis.

VI. General Lockout/Tagout Procedures

The following procedures must be followed for all servicing or maintenance of machines, equipment, or processes in which the unexpected energization, start up, or release of stored energy could cause injury to an employee:

1. The Authorized Employee(s) or supervisor, through experience, training, and established procedures, will determine if Lockout/Tagout procedures must be implemented to perform work on the machine, equipment, or process.
2. The supervisor shall designate an Authorized Employee(s) to have the authority and responsibility to perform a specific Lockout/Tagout assignment.
3. The Authorized Employee(s) will read and understand all Lockout/Tagout procedures prior to performing any work. Specific written procedures must be developed for all individual or same types of machines, equipment, or processes (see exception in *Section VII, Information on Specific Energy Control Procedures*).
4. The supervisor and Authorized Employee(s) shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, the method or means to control the energy, and determine how to safely release all stored energy prior to performing any work, including turning off the machine, equipment, or process. All back-up Energy Sources, such as emergency generators, must be identified as Energy Sources.
5. The Authorized Employee or his/her supervisor will instruct all Affected Employees and any other employee(s) or departments/divisions impacted by the Lockout/Tagout procedures about the purpose, the use, and the effects to their work operations when Lockout/Tagout procedures are utilized prior to any work being performed.
6. The machine, equipment, or process shall be turned off by the Authorized Employee.
7. The machine, equipment, or process shall be isolated from the Energy Source(s) by appropriate isolating devices such as by closing valves, turning off circuits, etc. Back-up Energy Sources must also be isolated if they do not share the same valve, circuit, etc.
8. A Lockout Device shall be affixed to the Energy Source that will hold the Energy-Isolating Device in a safe or neutral position. If a Lockout Device(s) cannot be directly affixed to the Energy-Isolating Device, an attachment shall be made so that a Lockout Device(s) can be applied. Each employee or group working on the machine, equipment, or process will apply his/her individual Lockout Device. If the machine, equipment, or process cannot be locked out, please refer to *Section VII, Tagout Only Procedures*.
9. The Authorized Employee(s) shall mark or label the Energy-Isolating Device to identify the machine, equipment, or process supplied and the type and magnitude of the energy being controlled, unless they are so positioned or arranged that those elements are evident.
10. A Tagout Device shall be affixed to the locking device, Energy Source, or as close as possible to the device if it cannot be affixed directly. The Tagout Device must be affixed in such a manner as will clearly indicate that the operation or movement of the Energy-Isolating Device from the "safe", "off" or "closed" position is prohibited.
11. After the Lockout/Tagout devices have been applied, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, or otherwise rendered safe by bleeding, draining, discharging, disconnecting, etc. The Authorized Employee(s) shall ensure that all employees are clear of the area surrounding the machine, equipment, or process prior to releasing the stored energy. The Authorized Employee(s) or supervisor shall know what to expect when the stored or residual energy is released and the effect(s) of releasing the stored energy will have on the machine, equipment, or process prior to releasing the stored

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- energy. The machine or equipment will be properly positioned prior to releasing the stored energy.
12. The Authorized Employee(s) shall verify that the machine or equipment is isolated by attempting to operate the machine or equipment by checking switches, valves, etc. The Authorized Employee(s) shall ensure the area surrounding the machine, equipment, or process is clear of all employees prior to verification. The operating controls, valves, etc. must be returned to a "NEUTRAL", "OFF" or "CLOSED" position after the test.
 13. Servicing and maintenance work on the machine or equipment may be performed.
 14. If there is a possibility of reaccumulation of stored energy, verification of isolation by checking the on/off switch or other equivalent means shall continue until the activity is completed, or until the possibility of such accumulation no longer exists. The Authorized Employee(s) shall ensure that all employees are clear of the work area prior to verification.
 15. If the Energy-Isolating Device(s) is locked and tagged, and there is a need to test the position of the machine or equipment, the following sequence must be followed:
 - A. Ensure that all components are operationally intact;
 - B. Ensure that all employees are safely positioned;
 - C. Clear the machine or equipment of all tools and materials;
 - D. Remove the Lockout device. Each individual or group will remove his/her own Lockout device;
 - E. Energize and proceed with testing or positioning; and
 - F. Repeat steps 6 - 13.
 16. If using a group Lockout/Tagout procedure and the primary Authorized Employee must leave the work area, another Authorized Employee shall be given the authority and responsibility for the work assignment. The procedures for personnel changes shall be followed (see Section VII). If another Authorized Employee is unavailable, all work shall cease and all Affected or Other Employee(s) and departments/divisions shall be notified. Steps 5 - 13 shall be repeated upon returning to the work area.
 17. When the work is completed, the Authorized Employee(s) shall ensure the following procedures are followed:
 - A. Ensure that all components are operationally intact;
 - B. Clear the machine or equipment of all tools and materials;
 - C. Replace all machine or equipment guards;
 - D. Ensure that all employees are safely positioned;
 - E. Remove the Lockout and Tagout device(s). Each individual or group will remove his/her own Lockout and Tagout device(s). REMINDER: do not leave the Tagout device;
 - F. Inform all Affected Employees, Other Employee(s) and departments/divisions that work has been completed; and then
 - G. Energize the machine, equipment, or process.
 18. Any time the Authorized Employee(s) leaves the work area or the servicing or maintenance work will require more than one shift to complete, the Authorized Employee(s) must repeat the Lockout/Tagout procedures each time he/she arrives on-site to perform additional work.
 19. The supervisor or Authorized Employee may include additional procedures to perform a specific Lockout/Tagout assignment.

VII. Special Procedures

Removal of a Lockout Device by another person

The removal of a Lockout device(s) by another employee is permitted only if all of the following are met:

1. The supervisor verifies that the Authorized Employee(s) is not at the facility;
2. The supervisor of the Authorized Employee(s) who installed the Lockout Device(s) removes the Lockout Device(s);
3. The supervisor becomes the Authorized Employee for the job assignment or designates another Authorized Employee to complete the job;
4. An attempt is made to notify the employee(s); and
5. The Authorized Employee(s) who originally installed the Lockout Device is notified that the device(s) has been removed before resuming work.

Removal of a Lockout Device by another personal shall only be permitted in extenuating circumstances and shall not become a regular practice.

Tagout only procedures

When the equipment, machine or process cannot be locked-out,

1. The Tagout of the Energy-Isolating Device(s) must provide equivalent protection as a Lockout Device would provide.
2. Additional safety procedures must be implemented to reduce the likelihood of inadvertent energization, i.e. removal of an isolating circuit element, blocking of a control switch, removal of a valve handle. The Energy-Isolating Device shall be within view of the Authorized Employee(s) or the "buddy" system or similiar additional safety procedures shall be used.

Group Lockout/Tagout

Group Lockout/Tagout procedures must afford the Authorized Employees a level of protection equivalent to that provided by the implementation of a personal Lockout and/or Tagout device.

The following additional procedures must be incorporated when a Group Lockout/Tagout procedure is required:

1. An Authorized Employee shall be given primary responsibility for a set number of employees working under the protection of a particular group Lockout/Tagout device. The supervisor of the group will designate that Authorized Employee.
2. The Authorized Employee responsible for the work shall ascertain the exposure status of all group members with regard to the Lockout/Tagout of the machine, equipment, or process.
3. When more than one crew or department/division is involved, the responsibility of the overall Lockout/Tagout control shall be assigned to an Authorized Employee designated to coordinate affected work forces and ensure continuity of protection. The department/division with the overall responsibility for the job will designate this employee.
4. In most cases, each Authorized Employee shall affix a personal Lockout and/or Tagout device to the group Lockout device, group lockbox, or comparable mechanism when he/she begins work, and shall remove those devices when he/she completes his/her work.
5. If servicing or maintaining sophisticated and complex machines, equipment, or processes, the group Lockout/Tagout procedures may be modified. The procedures must be developed prior to any work, must provide the same level of protection to the Authorized

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Employees as an individual Lockout and Tagout devices and a system of continuous worker accountability must be established. These procedures must be written and added to the department/division's procedures.

Special procedures for shift or personnel changes

The following additional procedures shall be followed when there is a shift or personnel change:

1. Perform an orderly exchange of locks and tags. Each individual or group leader will remove his/her Lockout and Tagout devices. The replacement shift or worker will then place his/her Lockout and Tagout devices in place of the original devices.
2. The replacement Authorized Employee(s) will repeat all Lockout/Tagout procedures.

Information on specific energy control procedures

As stated in *Section V, Roles and Responsibilities* and *Section VI, General Lockout/Tagout Procedures*, specific written procedures must be developed for each machine, equipment, or process that requires Lockout/Tagout work to be performed.

The specific procedures must clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, the means to enforce compliance and, must contain the following:

1. A specific statement as to the intended use of the procedure;
2. Specific procedural steps for the shutting down, isolating, blocking, and securing machines, equipment, or processes to control hazardous energy;
3. Specific procedural steps for the placement, removal, and transfer of Lockout Devices or Tagout Devices and the responsibilities for them; and
4. Specific requirements for testing a machine, equipment, or process to determine and verify the effectiveness of Lockout devices, Tagout Devices, and other energy control measures.

There are two exceptions for developing individual specific procedures and they are as follows:

1. One energy control procedure may be developed and used for similar machines, equipment, or processes if the procedure adequately addresses the unexpected energization hazards related to each machine, equipment, or process or the general Lockout/Tagout procedures are used and supplemental checklists or appendices are developed that adequately address the steps necessary to perform the work safely.
2. A specific written procedure is not required for machines, equipment or processes that meet **all** of the following:
 - A. The machine, equipment, or process has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger employees;
 - B. The machine, equipment, or process has a single Energy Source which can be readily identified and isolated;
 - C. The isolation and locking out of the Energy Source will completely de-energize and deactivate the machine, equipment, or process;
 - D. The machine, equipment, or process is isolated from the Energy Source and locked out and tagged out during servicing or maintenance by following the general Lockout/Tagout procedures (see Section VI);
 - E. A single Lockout Device will achieve a locked-out condition;
 - F. The Lockout device is under the exclusive control of the Authorized Employee(s) performing the work;

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- G. The servicing or maintenance work does not create hazards for other employees. The department/division, in utilizing this exception, has had no accidents involving the unexpected activation or re-energization of the machines, equipment or processes during servicing or maintenance work.

Tags

Tags are essentially warning devices affixed to energy isolation devices, and do not provide the physical restraint that is provided by a lock. They are to be used **only** when locks are not feasible for isolating the Energy Source. Consult a supervisor before using tags.

1. A tag attached to an Energy-Isolating Device shall only be removed by the Authorized Person who placed, and it is never bypassed, ignored or otherwise defeated.
2. Tags must be legible and understandable to all employees.
3. Tags and their means of attachment must withstand the environmental conditions of the workplace.
4. Tags may promote a false sense of security, and their meaning needs to be understood.
5. Tags must be securely attached to Energy-Isolating Devices so they cannot be accidentally detached during use.

VIII. Contractors

Contractors and the hiring department/division shall inform each other of their respective Lockout/Tagout program. If the contractor does not have a Lockout/Tagout program and the scope of the work is covered by this Policy, the contractor may not perform work at the City.

The department/division hiring the contractor shall ensure that all affected employees understand and comply with the restrictions and prohibitions of the contractor's Lockout/Tagout Program.

IX. Training Requirements

All employees (including supervisors) authorized to perform Lockout/Tagout procedures shall be trained in the following:

1. Recognition of hazardous Energy Sources;
2. Control and isolation of Energy Sources;
3. Type and magnitude of energy available in the workplace;
4. Proper Lockout/Tagout procedures;
5. Proper Tagout system only applications and limitation of Tagout only applications; and
6. Locations of the written Lockout/Tagout Program and specific Lockout/Tagout procedures.

All Authorized Employees must receive training according to the following:

1. Initially prior to performing any work that require use of Lockout/Tagout procedures;
2. When there is a change in their job assignments;
3. When there is a change in machines, equipment or processes that present a new hazard;
4. When there is a change in the Lockout/Tagout procedures;

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5. When a periodic inspection reveals or a supervisor believes that there are deviations from or inadequacies in the employee's knowledge or use of Lockout/Tagout procedures; and
6. Annual refresher training.

All Affected Employees shall be instructed in the following:

1. The purpose and use of the Lockout/Tagout procedures, and
2. They shall not perform any servicing or maintenance work that requires implementation of Lockout/Tagout procedures.

All other employees whose work operation are or may be in the area where Lockout/Tagout procedures may be utilized must be instructed in the following:

1. The purpose and use of the Lockout/Tagout procedures;
2. They are prohibited from attempting to start or re-energize equipment, machines or processes when they are locked out and/or tagged out; and
3. They shall not perform any servicing or maintenance work that requires implementation of Lockout/Tagout procedures.

The department/division or supervisor must document that all training has been accomplished. Written documentation of training subject matter, the date(s) of the training, the trainer(s)' name and signature, the employees' names and signatures, and any other training information must be retained. A copy of the training records must be sent to the safety coordinator. The training documentation must indicate that all employees covered by this program were trained in the purpose and function of the Policy and that the employees understood the program and have the knowledge, skill, and proficiency required for the safe application, usage, and removal of the energy controls.

X. Periodic Inspections

Supervisors must perform periodic inspections, at least yearly, to ensure that the Lockout/Tagout procedures are properly implemented. Periodic inspections must be conducted for each specific Lockout/Tagout procedure. Machines, equipment, or processes that utilize the same Lockout/Tagout procedures do not have to be inspected individually. The department/division must ensure that periodic inspections for each specific Lockout/Tagout procedure developed are inspected at least yearly by a representative sample for each procedure.

The inspections must include the following:

1. The supervisor shall note any deviations or inadequacies observed during the inspection.
2. The following elements shall be inspected:
 - A. The notification of Affected Employees or any Other Employee(s) or department(s)/division(s) impacted by the work;
 - B. The use of the proper Lockout/Tagout materials and hardware;
 - C. The proper use of Lockout/Tagout procedures; and
 - D. The proper use of all personal protective equipment (PPE) and tools.
3. The supervisor must review with the employee(s) of his/her responsibilities under the energy control procedure being inspected.
4. The supervisor shall correct and inform the Authorized Employee(s) of any deviations or inadequacies that were observed.

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5. Written documentation of the inspections shall be made to certify that the inspections have been performed. The documentation must contain the following:
 - A. The identity and location of the machine, equipment, or process inspected;
 - B. The date of the inspection;
 - C. The name and signature of the supervisor performing the inspection;
 - D. The name of the Authorized Employee(s) inspected; and
 - E. The deviation or inadequacies observed during the inspection.
6. The supervisor shall arrange for training when the periodic inspections reveal deviations or inadequacies in the Lockout/Tagout procedures that warrant re-training.

XI. Protective Materials and Hardware

The department/division must supply all locks, tags, chains, adapter pins, other hardware, personal protective equipment (PPE), or any other tools or equipment required for the securing or blocking of the Energy Source and the servicing or maintenance of the machines, equipment, or processes.

The Lockout and Tagout devices supplied by the department shall be the following:

- a. Be singularly identified;
- b. Be the only authorized device(s) used for locking out and tagging out Energy Sources; and
- c. Not be used for any other purpose.

The Lockout and Tagout devices must meet the following requirements:

- a. Durability: shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
- b. Standardized: shall be standardized in at least one of the following: shape, size, type or format.
- c. Substantial: Lockout Devices shall be of such key complexity that removal by any other means than the required key would require excessive force or unusual techniques. Tags and attachment mechanisms must be of such design that the possibility of accidental removal is minimized. Tagout Device attachment means must be non-reusable, attachable by hand, self-locking, non-releasable with a minimum unlocking strength of no less than 50 pounds and be of or similar to a one-piece nylon cable tie. *String, cord or adhesives are not permitted to attach Tagout devices.*
- d. Identifying: shall include provisions for the identification of the employee(s) applying the device(s).

Tagout devices must withstand the environment in which it is installed, should not deteriorate, must remain legible, be able to withstand exposure to weather conditions or wet or damp locations and shall contain the following:

1. Warning against hazardous conditions if the machine or equipment is re-energized.
2. A legend stating "DO NOT START", "DO NOT OPEN", "DO NOT CLOSE", "DO NOT ENERGIZE", or other similar language.
3. The Authorized Employee(s) name and department.
4. The date the tag was applied.