PROVIDENCE COLLEGE
LOCKOUT-TAGOUT PROCEDURES

Purpose

This procedure establishes the minimum requirements for the lockout or tagout of energy-isolating devices. It shall be used to ensure that the machine or equipment is isolated from all potentially hazardous energy and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected start-up or release of stored energy could cause injury.

Training

Employees shall be instructed in the safety significance of the lockout-tagout procedure. Employees whose responsibilities may include activities which require the locking out of energized equipment shall be assigned personal locks, tags, etc. This equipment shall be used only by the employee to which it has been assigned. Each new or transferred affected employee and other employees whose work operations are in the same area, shall be instructed on the purpose and use of the lockout or tagout procedure.

Preparation for Lockout or Tagout

Make a survey to locate and identify all isolating devices to be certain which switch(es), valve(s), or other energy-isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved. Identify all types and locations of energy sources to be locked out.

Sequence of Lockout or Tagout System Procedure

1. Inform the Utility Manager or the Trade Supervisor that a lockout procedure is required to perform a work task. Notify all affected employees that a lockout or tagout system is going to be utilized and the reason for the lockout procedure. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.

2. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).

3. Operate the switch, valve, or other energy-isolating devices(s) so that the equipment is isolated from its energy sources(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. Identify the types of stored energy and the method used to dissipate or otherwise restrain the energy.

   Lockout and tagout the energy-isolating devices with assigned individual lock(s) and tag(s). Lockout devices are located in the following locations:

   At the power plant, outside the office;
   In the physical plant office, on the wall outside the office area.

   These devices will be issued upon request from your supervisor.

4. After ensuring that no personnel are exposed, a check shall be performed to ensure the energy sources were properly disconnected. (ie., operate the push button or other normal operating controls to make certain the equipment will not operate).

   Caution: Return operating control(s) to their "neutral" or "off" position after the test.

5. The equipment is now locked out.

Note: It is Providence College's policy to utilize locks or locks and tags during lockout/tagout procedures. The use of "tags only" is never allowed!

<u>Restoring Machines or Equipment to Normal Production Operations</u>

1. After service or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed to the potential energy that machine or equipment may hold.

2. After all tools have been removed from the machine or equipment, guards have been reinstalled, and employees are in the clear, remove all lockout devices. Operate the energy-isolating devices to restore energy to the machine or equipment.

3. Notify the Utility Manager or the Trade Supervisor that the work is complete and the machinery or system is back on line.

Procedure Involving More than One Person

In the preceding steps, if more than one individual is required to lock out or tag out equipment, each employee involved shall place their own personal lockout device or tagout device on the energy-isolating devices(s). When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout devise (hasp) may be used. If a multiple lockout devise can not be used, a single lock may be used to lock out the machine or equipment with the key being placed in a lockout box or cabinet, which allows the use of multiple locks to secure it. Each employee will then use their own lock to secure the box or cabinet. As each employee no longer needs to maintain their lockout protection, that person will remove their lock from the box or cabinet.

Procedure Involving Long Term or End of Shift Lockout

In the case that a piece of equipment is required to be locked out at the end of a shift the attached *Equipment Shutdown Long-term/End of Shift Form* must be filled out and turned into the second shift supervisor. Additionally, the personal lock must be removed from the piece of equipment and replaced with the Physical Plant general lock (kept by the second shift supervisor). THIS SWITCHING OF LOCKS IS DONE BY THE PERSON DOING THE WORK. A tag is then placed on the lock indicating the status of the long-term shutdown. Once the job is complete the reactivation section of the *Equipment Shutdown Long-term/End of Shift Form* must be filled out.

Basic Rules for Using Lockout or Tagout System Procedure

- All equipment shall be locked out or tagged 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 where it is locked or tagged out.