

# Facilities Management Department

## Coppin State University

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Policy Title: Lockout/Tagout (Control of Hazardous Energy)

Effective Date: May 19, 2011

Last Review Date: May 12, 2011

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- I. Purpose: To protect all employees and contractors from the hazards caused by the unexpected energizing, start-up or release of stored energy during the maintenance of equipment.
- II. Regulations:
  - A. Occupational Safety and Health Administration (OSHA), 29 CFR (Code of Federal Regulations) 1910.147 – The Control of Hazardous Energy (Lockout/Tagout).
- III. Policy:
  - A. Units required to follow the Lockout/Tagout Procedures:
    1. All Facilities Management Departments employees
    2. All Contractors
- IV. Responsibilities:
  - A. Directors, Managers and Supervisors
    1. Prepare an inventory of equipment and machines that will be covered by this Policy.
    2. Prepare specific Lock/Tag/Try Procedures for each piece of equipment and machine on the inventory.
    3. Identity persons authorized to implement these procedures.
    4. Provide a proper Lock/Tag/Try equipment (locks, tags, multiple lock holders, etc.) as needed.
    5. Ensure employees and contractors receive, understand and apply this policy.
  - B. Responsibilities of Employees
    1. Comply with this policy and report any concern to their immediate Supervisor.
    2. Ensure the security of their locking devices.
    3. Complete all safety training and understand the policy.

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4. Notify coworkers that could be affected by implementing the procedure due to maintenance of equipment.
5. Request specific Lock/Tag/Try procedures if not provided prior to starting work.
6. Coppin State University always locks first and removes last.

C. Responsibilities of contractors

1. Ensure the understanding of this policy. Any question should be directed to the Safety and Environmental Manager.
2. Comply with this policy and report any concern to their immediate Supervisor.
3. Coppin State University always locks first and removes last. Contractor shall perform "Try" procedure after they lock and tag to verify proper lockout.
4. Communicate to the Facility Construction Representative the need to implement the Lock/Tag/ Try procedure. Also, inform the work to be done and the time frame of the work.
5. Use only locking devices meeting regulations.
6. Ensure the removal of the locking devices once the work is done. Coppin State University removes last.
7. Notify immediately the Facilities Representative if there is a delay in the work being done and the locking devices stay on for more time than the projected time.

V. General Procedure

- A. Identify all types of energy (electrical, pneumatic, chemical – gas or liquid, mechanical, electromagnetic, thermal, UV).
- B. Notify all affected employees that maintenance work is being performed.
- C. Turn off the equipment by normal shutdown procedure.

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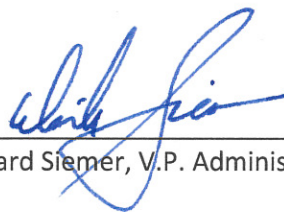
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- D. Safely dissipate or isolate stored energy, such as springs, elevated machine members, rotating fly wheels, hydraulic systems, air gas, steam, and/or water pressure. Provide blocking as needed.
- E. Place the lock and tag to the energy isolating device.
- F. Before starting work on the equipment, ensure that the equipment is completely deactivate by operating the push button or other normal operating controls. This is to ensure that the equipment cannot be energized.
- G. After the work on the equipment is finish, ensure that all tools have been removed, and all guards are in its place.
- H. Verify that all controls are in the off position.
- I. Remove all locking devices and tags and restore energy to the equipment. Remove blocking if applicable. Test operation and rotation.
- J. Special Note: No electrical work shall be performed on energized circuits.
- K. Notify all affected employees that the equipment is in normal operation.

VI. Enforcement

Compliance of this policy is mandatory to all Facilities Management employees and all contractors on Campus. Inspections will be performed to ensure the compliance with this policy. This policy will be maintained and enforced by the Safety and Environmental Manager.

Signature: \_\_\_\_\_

 4/3/11

Richard Siemer, V.P. Administration and Finance