



Title: **Lockout/Tagout**

Number EH&S – 3-2

Revision 5/13/08

Date 10/91

Pages 3

PURPOSE: To establish lockout/tagout procedures used for shutting off and securing energy sources which could injure staff, patients or visitors in the event of any unexpected release of energy while work is being done in, on, or around equipment during maintenance, repair operations and associated activities.

SCOPE: Hospital wide.

DEFINITIONS:

Lockout: The use of a padlock to lock the controls to an energy source in an "OFF" or "de-energized" position.

Tagout: The use of an identification tag placed on the padlock identifying the person working on the equipment and warning others not to start up the equipment.

Energy Source: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Energy Isolating Device: A mechanical device that physically prevents the transmission or release of energy, including but not limited to: a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of 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.

RESPONSIBILITIES:

I. Physical Plant, Construction and other affected Departments

- A. Provide individual tags and key type locks to each employee who will need to de-energize equipment. Provide safety lockouts when needed.
- B. Follow specific procedural steps for each type of equipment that is worked on for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy, specific procedural steps for the placement, removal, and transfer of lock out devices and the responsibility for them, and specific requirements for testing a machine or

Title: Lockout/Tagout**Policy: 3-2**

equipment to determine and verify the effectiveness of lock out devices and other energy control measures.

- C. Ensure their employees receive lockout/tagout training before they do any work which will require de-energizing equipment.

II. Physical Plant and Construction Employees and other affected Employees

- A. Use safety lockouts and tagouts when required. Notify supervisors of any issues related to the lockout/tagout process.
- B. Attend lockout/tagout training.

III. Department of Environmental Health and Safety

- A. Provide Lockout/Tagout training to Hospital staff that are involved in the operation, servicing and maintenance of machines and equipment in which the unexpected start up of the equipment or release of stored energy could cause injury.

PROCEDURES:

1. Identify tasks to be done and equipment involved.
2. Notify all personnel associated with the equipment on which the work will be done.
3. Identify all energy sources to the equipment (there may be more than one source of energy).
4. Turn off all energy switches and/or buttons to the equipment.
5. Block all energy sources by using electrical disconnects, blocks, pins, etc. Use a lock to lock these devices in place so the energy can not be accidentally turned on.
6. Place tag on all locks which have been used to block energy sources. If more than one person will be working on a piece of equipment, each person needs to place his/her own lock and tag on all power blocks. This can be done using a multi-lock, lockout device.
7. Recheck all energy sources and cycle the equipment to be sure there is no stored energy in the equipment. Double check all switches and buttons to be sure they are in the "off" position.
8. If the job is not completed by the end of a shift workers are not to remove their lock and tag until their relief person has attached their own lock and tag.
9. After an employee completes their work, they are to only to remove their own lock and tag. Only the person to whom the lock is assigned is to have a key to that lock or is to remove the lock & tag.

10. All work is to be checked to see that it has been done properly, that all guards are in place and that the equipment is ready to operate.
11. Before the last lock is removed all workers should be informed that the locks are being removed and that the power will be turned on.
12. Remove all power blocks, and reconnect all power sources.
13. When the employee who applied the lockout or tagout device is not available to remove it, the supervisor may remove the device only after verification that the employee is not at the facility, all reasonable efforts to inform the employee that the device has been removed have been made, and ensuring that the employee has this knowledge before they resume work.

INQUIRIES/REQUESTS: Environmental Health and Safety
L1-059
Zip 8017
Main Office: 444-6783
Fax: 444-6845

RELATED FORMS:

RELATED DOCUMENTS: 29 CFR 1910.147 The Control of Hazardous Energy
ANSI Z244.1-1982 Safety Requirement for the Lock Out/Tag Out
of Energy Sources