

LOCKOUT/TAGOUT PLAN

FOR

CRAFTON HILLS COLLEGE

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PURPOSE

The procedures identified in this plan establish the minimum requirements for the lockout of energy whenever maintenance or servicing is done on machines or equipment. The procedures shall be used to ensure machines or equipment are stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected start-up of the machine(s), equipment, or release of stored energy could cause injury.

COMPLIANCE

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. Authorized employees are required to perform the lockout in accordance with the procedures identified in this plan. All employees, upon observing machine(s) or equipment which are locked out for the performance of servicing or maintenance, shall not attempt to start, energize, or use the machine(s) or equipment.

SECTION I - ENERGY CONTROL PROCEDURES

Energy control procedures consist of:

- Lockout/Tagout
- Periodic inspections
- Employee Training

LOCKOUT/TAGOUT:

If an energy-isolating device is not capable of being locked out, a tagout system shall be implemented.

If an energy-isolating device is capable of being locked out, then the following procedures will apply prior to any maintenance or servicing:

- Each employee working on equipment places his/her own lock and tag on the lockout mechanism and maintains key in a visible position on their person. (This can be on a belt loop, key ring, or other visible location but not in an area which would interfere with job safety).
- Will keep a master key to open any lock.

- Each employee is responsible for removing his/her lock upon completion of their assigned function.

- If equipment operations continue across shifts, then the equipment lockout remains in place. Others working on equipment continue placing their lock in addition to the locks present.

PERIODIC INSPECTIONS:

To assure the energy control procedures remain viable and effective, and to assure the procedures are being followed, Crafton Hills College will provide for an annual inspection of the program and procedures. The inspection will be carried out by the Maintenance and Grounds Supervisor or other authorized Crafton Hills College employee who does not actually utilize the energy control procedure.

The periodic inspection will be conducted in a manner to identify and correct any variations or inadequacies identified. The inspection will include a review of procedures and a review with each authorized employee of his/her responsibilities under energy control procedures.

EMPLOYEE TRAINING:

Each employee authorized to work on equipment for set-up, maintenance, installation or other reason, shall receive training on lockout and tagout (energy control) procedures. Training will consist of the following:

- Purpose and use of energy control procedures
- Review of Crafton Hills College energy control procedures
- Recognition of applicable hazardous energy sources
- Identification of types and magnitude of energy sources in the workplace
- Methods & means of energy isolation and control
- Limitations of tagout
- Emergency information

All training will be documented in accordance with the Crafton Hills College's Injury & Illness Prevention Program.

SECTION II - APPLICATION OF CONTROL

The identified procedures for the application of energy control shall include the following elements and actions to be done in the following sequence:

1. **Preparation for shutdown.** Before an authorized employee shuts down equipment, the authorized employee shall have knowledge of:
 - the type and magnitude of the energy;
 - the hazards of the energy to be controlled; and,
 - the methods or means to control the energy.

2. **Notification of affected employees.** The authorized employee will notify the site administrator and other "affected" employees of the intention to lockout and identify the equipment to be locked and/or tagged.
3. **Machine or equipment shutdown.** Machine(s) or equipment shall be shut down or turned off using established procedures for the given machine or equipment.
4. **Machine or equipment isolation.** All energy isolating devices, which are needed to control the energy to the machine or equipment, shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source.
5. **Lockout or tagout device application.**
 - Lockout and/or tagout devices shall be applied only by authorized employees.
 - Lockout devices, where used, shall be applied in a manner which holds the energy isolating device in a "safe" or "off" position.
 - Tagout devices, where used solely, shall be applied in a manner which clearly indicates that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.
6. **Stored energy.** Following the application of energy control devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained or otherwise rendered safe.
7. **Verification of isolation.** The authorized employee shall verify that isolation and de-energization of the intended equipment has been accomplished prior to commencing any work on the equipment.

SECTION III - RELEASE FROM LOCKOUT OR TAGOUT

Before lockout or tagout devices are removed and energy restored to the isolated machinery or equipment, the following procedures shall be followed:

1. The authorized employee shall inspect the authorized work to ensure that nonessential items have been removed and that the machine or equipment is operationally intact, assembled properly, and is safe to operate for its intended use.
2. Check the work area to ensure all employees have been safely positioned or removed.
3. Each lockout and/or tagout device shall be removed from each energy isolating device only by the employee who applied the device.

4. Affected employees shall be notified that the lockout or tagout device(s) have been removed before the machine or equipment is to be started.
5. Start Equipment.

SECTION IV - ADDITIONAL REQUIREMENTS

SPECIAL APPLICATIONS:

On occasion, a new and/or special application may arise and not be covered in procedures by this policy. If this occurs, the Maintenance and Grounds Supervisor will determine the safest method for performing the task and facilitating lockout/tagout.

TESTING OR POSITIONING OF MACHINES OR EQUIPMENT:

If energy control devices must be temporarily removed for testing or positioning of the machinery or equipment, the following shall apply:

1. Clear the machine or equipment of tools and materials
2. Remove employees from the machine or equipment area
3. Remove lockout or tagout devices as specified in Section III of this plan
4. Energize and proceed with the testing or positioning
5. De-energize all systems and reapply energy control measures in accordance with the provisions of this plan
6. Continue maintenance or servicing as scheduled

SHIFT OR PERSONNEL CHANGES:

The Maintenance and Grounds Supervisor shall be responsible for ensuring the continuity of protection and an orderly transfer of energy control devices between off-going and incoming employees.

OUTSIDE PERSONNEL:

When outside service personnel are engaged in activities covered by the scope of this program, the outside employer shall communicate with the Maintenance and Grounds Supervisor for an exchange of information regarding each other's lockout or tagout procedures.

The Maintenance and Grounds Supervisor will be responsible for ensuring all Crafton Hills College employees understand and comply with the restrictions of the outside service provider's energy control program.

APPENDIX A

CHC INVENTORY OF LOCKOUT/TAGOUT MATERIALS

APPENDIX B

CALIFORNIA CODE OF REGULATIONS TITLE 8, SECTION 3314

<http://www.dir.ca.gov/Title8/3314.html>

29 CODE OF FEDERAL REGULATIONS, SECTION 1910.147

http://www.osha.gov/pls/oshaweb/owadisp.show.document?p_table=STANDARDS&p_id=9804