

LOCKOUT TAGOUT PROGRAM

FOR

TOWN OF CLAYTON

Purpose:

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

Definitions:

Affected Employee – An employee whose job requires them to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires them to work in an area in which such servicing or maintenance is being performed.

Authorized Employee – An employee who locks or implements a tagout system procedure on machines or equipment to perform the servicing or maintenance on that machine or equipment. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or equipment which must be locked or tagout system implemented.

Responsibility:

All employees shall be instructed in the safety significance of the lockout (or tagout) program. Only Town of Clayton personnel are authorized to perform lockout or tagout. Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of lockout or tagout procedures.

Note: All authorized employees must be listed. (Appendix C).

Preparation for Lockout or Tagout:

Identify the machinery or equipment requiring maintenance or repair. Check Appendix A to insure that machine or equipment does have detailed procedures for locking and/or tagging of the equipment. If not, refer to the equipment service manual or make a survey of the equipment to determine the procedures required to insure lockout/tagout will result in an energy free state.

Cord and plug connected equipment and machinery do not require lockout-tagout procedures as long as the attachment cord and plug has been disconnected and is under the sole control of the individual performing maintenance/repairs.

When all of the following exceptions are met, specific equipment and machinery is not required to have detailed lockout-tagout procedures:

- 1) The machine or equipment has no potential for stored or residual energy or reaccumulation of energy after equipment is shut down.
- 2) Machine or equipment has a single energy source which can be readily identified and isolated.
- 3) Isolation and locking out of the energy source shall completely de-energize and de-activate the machine or equipment.
- 4) The machine or equipment is isolated from that energy source and locked out during servicing and maintenance.
- 5) A single lockout device will achieve a locked out condition.
- 6) The lockout device is under the exclusive control of the authorized employee performing the servicing.
- 7) The servicing or maintenance does not create hazards for other employees.
- 8) The Employer, in using this exception to the standard has no accidents involving the unexpected activation or re-energization of the equipment during servicing.

Machinery and Equipment requiring Detailed Procedures, and those procedures, can be found in Appendix A to this Program.

AUTHORIZED EMPLOYEE MUST CHECK FOR ELECTRICAL DE-ENERGIZATION OF ELECTRICAL CIRCUITS AND EQUIPMENT BY USE OF AN ELECTRICAL TESTING DEVICE

Additionally electrical lockout tagout must comply with 29CFR1910.333(b), attached as APPENDIX B to this program.

Restoring Machines or Equipment to Normal Production Operations:

- (1) After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machine(s) or equipment to ensure that no one is exposed.
- (2) After all tools have been removed from the machine or equipment, guards have been re-installed and employees are in the clear, remove lockout and/or tagout devices. Operate the energy isolating device(s) to restore energy to the machine or equipment.
- (3) Notify affected employees that the servicing or maintenance is complete and the machine or equipment is ready for use.

Removal of Lock or Tags By Other Than Those Who Affix Them

When the authorized employee who applied the lockout device is not available to remove it, that device may be removed under the direction of the Highway Superintendent or Recreation Supervisor. The following procedures will be used.

- (a) Verification by the supervisor that the authorized employee who applied the device is not at the facility.
- (b) Making all reasonable efforts to contact the authorized employee to inform them that their lockout/tagout will be removed.
- (c) Have an authorized employee inspect the equipment to assure the re-energization of the equipment will not expose employees to a hazard or damage the equipment.
- (d) Insure that the authorized employee is informed that their lock has been removed before they resume work at the facility.

Procedure Involving More Than One Person:

In the preceding steps, if more than one individual is required to lockout and/or tagout equipment, each shall place their personal lockout and/or tagout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) shall be used. If lockout is used, a single lock may be used to lockout 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 person no longer needs to maintain their lockout protection, that person will remove their lock from the box or cabinet.

All authorized employees are also authorized for joint or team lockout.

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.**

Outside Personnel (Contractors):

Whenever outside servicing personnel are engaged in operations involving servicing or maintenance of machinery with potentially hazardous energy, the outside employer must inform a representative of the Employer of his/her respective lockout/tagout procedures. Conversely, the Employer representative must verify that the contractor is complying with all applicable regulations concerning lockout/tagout (29CFR1910.147) while working in the Employer's buildings. Additionally, all affected Employer's personnel will be informed of and instructed to comply with the outside contractor's energy control procedures.

Periodic Inspections:

The Employer shall conduct periodic inspection of the energy control program at least annually to ensure that the program and the requirements of the standard are being followed.

1. The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control program being inspected.
2. The periodic inspection shall be designed to correct any deviations or inadequacies observed.
3. Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control program being inspected.

DATE OF INSPECTION: _____

AUTHORIZED EMPLOYEE

INSPECTING: _____

AUTHORIZED EMPLOYEE

IMPLEMENTING PROCEDURE: _____

EQUIPMENT/MACHINE: _____

NOTES/RECOMMENDATIONS:

Sequence of Lockout or Tagout System Procedure:

- (1) Notify all affected employees that a lockout or tagout system is going to be utilized and the reason therefore. 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 device(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.).
- (4) Lockout and/or tagout the energy isolating device(s) with assigned individual lock(s) or tag(s).
- (5) After ensuring that no personnel are exposed, and as a check on having disconnected all energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.
- (6) The equipment is now locked out or tagged out.

CAUTION

- Return operating control(s) to “neutral” or “off” position after the test.
- If maintenance will require the authorized employee to perform electrical repairs, maintenance, installation, or disconnections of electrical conductors prior to removing other equipment or machinery, the authorized employee shall test for an energy free state with an electrical testing device.
- If the service or repair requires exposing live parts of electric equipment, a tag used without a lock shall be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by the use of a lock. (ex: Removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.)

APPENDIX C

AUTHORIZED PERSONNEL

William Sherman, Highway Superintendent
Steve Dorr, Deputy Highway Superintendent
Steve Busby, MEO
Keith Dasno, MEO
Mark Meeks, MEO
Tyler Mitchell, MEO
Rickey Orvis, MEO

James Jones, Recreation Supervisor
Pat McCarron, Foreman
Cody Black, Laborer
James Brown, Laborer
Abbey Carnegie, Laborer
James Carnegie, PT Laborer
Kyle Delaney, Laborer
Scott Haver, Laborer
Keith Wood, PT Laborer

APPENDIX A

EQUIPMENT TYPE: Backhoe

LOCATION: Highway

TYPES AND MAGNITUDES OF ENERGY: _____

Elevated Machine Members

Rotating Flywheels

Hydraulic and Cooling Systems

TYPES/LOCATION OF ISOLATING MEANS: _____

Rotating Flywheel - Remove Key/Battery Cable

Elevated Machine Members - Block/Jack Stands/Chain

TYPES OF STORED ENERGY/METHODS TO DISSIPATE: _____

Bleed Down - Cooling and Hydraulic Systems

METHOD OF ENERGY CONTROL: (ex. Lock, tag, valve, block, blind)

Lock - Tag - Block/Jack Stand/Chain

SPECIAL EQUIPMENT: (ex. Circuit tester, air monitor, P.E.)

PERSON WHO CONDUCTED SURVERY: _____

DATE: _____

NOTE: Reference equipment service manual when available.

APPENDIX A

EQUIPMENT TYPE: Dump Truck

LOCATION: Highway

TYPES AND MAGNITUDES OF ENERGY: _____

Elevated Machine Members, Dump Body, Tailgate

Rotating Flywheels, Shafts

Hydraulic and Cooling Systems

TYPES/LOCATION OF ISOLATING MEANS: _____

Rotating Flywheel - remove Key/Battery Cable

Elevated Machine Members - Block/Jack Stands/Chain

TYPES OF STORED ENERGY/METHODS TO DISSIPATE: _____

Bleed Down - Cooling and Hydraulic System

METHOD OF ENERGY CONTROL: (ex. Lock, tag, valve, block, blind)

Lock - Tag - Block/Jack Stand/Chain

SPECIAL EQUIPMENT: (ex. Circuit tester, air monitor, P.E.)

PERSON WHO CONDUCTED SURVERY: _____

DATE: _____

NOTE: Reference equipment service manual when available.

APPENDIX A

EQUIPMENT TYPE: Grader

LOCATION: Highway

TYPES AND MAGNITUDES OF ENERGY: _____

Elevated Blades

Rotating Parts

Hydraulic Systems

TYPES/LOCATION OF ISOLATING MEANS: _____

Rotating parts - Remove Key/Battery Cables

Blades - Blades Up/Jack Stand

TYPES OF STORED ENERGY/METHODS TO DISSIPATE: _____

Hydraulics - Bleed Down

METHOD OF ENERGY CONTROL: (ex. Lock, tag, valve, block, blind)

Blocking/Jack Stands

SPECIAL EQUIPMENT: (ex. Circuit tester, air monitor, P.E.)

PERSON WHO CONDUCTED SURVERY: _____

DATE: _____

NOTE: Reference equipment service manual when available.

APPENDIX A

EQUIPMENT TYPE: Lawn Mower

LOCATION: Highway

TYPES AND MAGNITUDES OF ENERGY: _____

Rotating Blades

Rotating Parts

Power Take Off (If Applicable)

TYPES/LOCATION OF ISOLATING MEANS: _____

Rotating Blades and parts - Remove Key/Battery Cable

PTO - Remove Key/Battery Cable

TYPES OF STORED ENERGY/METHODS TO DISSIPATE: _____

Lock - Tag - Remove Key

METHOD OF ENERGY CONTROL: (ex. Lock, tag, valve, block, blind)

SPECIAL EQUIPMENT: (ex. Circuit tester, air monitor, P.E.)

PERSON WHO CONDUCTED SURVERY: _____

DATE: _____

NOTE: Reference equipment service manual when available.

APPENDIX A

EQUIPMENT TYPE: Loader

LOCATION: Highway

TYPES AND MAGNITUDES OF ENERGY: _____

Springs - Elevated Machine Members

Rotating Flywheels - Hydraulic Systems

Cooling System - Air System

TYPES/LOCATION OF ISOLATING MEANS: _____

Spring Brakes - Retaining Bolt; Rotating Flywheel - remove Key/Battery Cable

Elevated Machine Members - Block/Jack Stands; Hydraulic - Install Articulate Arms and Pins

TYPES OF STORED ENERGY/METHODS TO DISSIPATE: _____

Bleed Down - Cooling and Hydraulic Systems

METHOD OF ENERGY CONTROL: (ex. Lock, tag, valve, block, blind)

Lock - Tag - Block/Jack Stand/Chain - Articulating Arms and Pins

SPECIAL EQUIPMENT: (ex. Circuit tester, air monitor, P.E.)

PERSON WHO CONDUCTED SURVEY: _____

DATE: _____

NOTE: Reference equipment service manual when available.

APPENDIX A

EQUIPMENT TYPE: Shop Air Compressor

LOCATION: Highway

TYPES AND MAGNITUDES OF ENERGY: _____

Electrical

Rotating Flywheels

Air

TYPES/LOCATION OF ISOLATING MEANS: _____

Switch Off and Lock (Rotating Flywheel)

TYPES OF STORED ENERGY/METHODS TO DISSIPATE: _____

Air - Bleed Down

METHOD OF ENERGY CONTROL: (ex. Lock, tag, valve, block, blind)

Lock - Tag

SPECIAL EQUIPMENT: (ex. Circuit tester, air monitor, P.E.)

Circuit Tester

PERSON WHO CONDUCTED SURVERY: _____

DATE: _____

NOTE: Reference equipment service manual when available.

APPENDIX A

EQUIPMENT TYPE: Snow Plow

LOCATION: Highway

TYPES AND MAGNITUDES OF ENERGY: _____

Elevated Parts - Wire Rope/ Chains

Rotating Parts - Fly Wheels/ Sander Motor and Blades

Hydraulic and Cooling Systems

TYPES/LOCATION OF ISOLATING MEANS: _____

Elevated Parts - Block/Jack Stand/Chain

Rotating Parts - Remove Key/Lock/Battery Cable

TYPES OF STORED ENERGY/METHODS TO DISSIPATE: _____

Bleed Down - Cooling and Hydraulic Systems

METHOD OF ENERGY CONTROL: (ex. Lock, tag, valve, block, blind)

Lock - Tag - Block/Jack Stand/Chain

SPECIAL EQUIPMENT: (ex. Circuit tester, air monitor, P.E.)

PERSON WHO CONDUCTED SURVERY: _____

DATE: _____

NOTE: Reference equipment service manual when available.

APPENDIX A

EQUIPMENT TYPE: Wood Chipper/Bale Chopper

LOCATION: Highway

TYPES AND MAGNITUDES OF ENERGY: _____
Flywheels/Knives

TYPES/LOCATION OF ISOLATING MEANS: _____
Rotating Blades and parts - Safety Stops

TYPES OF STORED ENERGY/METHODS TO DISSIPATE: _____
Momentum

METHOD OF ENERGY CONTROL: (ex. Lock, tag, valve, block, blind)
Remove Keys/Place Safety Stops

SPECIAL EQUIPMENT: (ex. Circuit tester, air monitor, P.E.)
Gloves

PERSON WHO CONDUCTED SURVERY: _____

DATE: _____

NOTE: Reference equipment service manual when available.

APPENDIX A

EQUIPMENT TYPE: Zamboni

LOCATION: Rec Park Arena

TYPES AND MAGNITUDES OF ENERGY: _____
Zamboni utilizes a propane fuel source and is contained.

TYPES/LOCATION OF ISOLATING MEANS: _____
Lower Platform; Decrease Throttle; Set Gear to Neutral Position; Turn Key to Off Position;
Remove Key; Remove Personalized Lock from Zamboni and Return to Lockout Station

TYPES OF STORED ENERGY/METHODS TO DISSIPATE: _____
Turn valve to closed position to block stored propane.

METHOD OF ENERGY CONTROL: (ex. Lock, tag, valve, block, blind)
Lock- Tag

SPECIAL EQUIPMENT: (ex. Circuit tester, air monitor, P.E.)

PERSON WHO CONDUCTED SURVERY: _____

DATE: _____

NOTE: Reference equipment service manual when available.

**LOCKOUT / TAGOUT
AUTHORIZED PERSONNEL**

HIGHWAY DEPARTMENT

EMPLOYEE NAME	SOCIAL SECURITY #	DATE EMPLOYED	LOCK COLOR
STEVE BUSBY			GREEN
KEITH DASNO			BLUE
STEVE DORR			BLACK
MARK MEEKS			WHITE
TYLER MITCHELL			ORANGE
RICKEY ORVIS			BROWN
KEVIN PATCHEN			YELLOW
RAYMOND ROBINSON			RED
WILLIAM SHERMAN			PURPLE

BUILDINGS & GROUNDS

EMPLOYEE NAME	SOCIAL SECURITY #	DATE EMPLOYED	LOCK COLOR
CODY BLACK			YELLOW
JAMIE BROWN			WHITE
ABBAY CARNEGIE			ORANGE
KYLE DELANEY			RED
SCOTT HAVER			BLUE
JAMES JONES			BLACK
MARK NATALI			BROWN
PAT MCCARRON			GREEN

