

Chief Administrative Office	Date of issue	Expiration Date	No.
<b>POLICY MEMORANDUM</b>	5/7/99	N/A	21
TO: All Divisions and Departments	Subject:  LOCKOUT/TAGOUT POLICY CFR 1910.147		
Signature:			
Comments:			

**I. POLICY STATEMENT**

A Lockout/Tagout Compliance Policy has been developed by the Lexington-Fayette Urban County Government to meet the requirements of the Occupational Safety & Health Administration (OSHA) Standard 29 CFR 1910.147. This policy specifically outlines the purpose, authorization, rules, and techniques to be utilized by LFUCG employees and contractors on a daily basis to guard against the unexpected energizing, start-up, or release of stored energy that could cause injury. Each division will be responsible for developing procedures specific to their operations.

The objective of the policy is to ensure that machines and equipment are isolated from potentially hazardous energy whether it is electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other. Lockout/tagout must occur by affixing appropriate lockout or tagout devices to machines and equipment, before employees perform service, maintenance, or renovation. Lockout is the preferred method of isolation.

KOSH standard 29 CFR 1910.147(c) (2)(iii) states that: after January 2, 1990, whenever replacement or major repair, renovation or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy-isolating devices for such machine or equipment shall be designed to accept a lockout device.

**II. REVIEW AND UPDATE OF THE POLICY**

This policy will be reviewed and updated by the Risk Manager of Safety, Health & Environmental Compliance annually, noting any change in procedures.

**III. WRITTEN PROCEDURES**

There needs to be a specific Lockout/Tagout Program written for each division that needs an energy control program.

Each Division Director shall be responsible for reviewing and updating the program for their division.

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#### IV. RESPONSIBLE PERSONS

The Risk Manager for Safety, Health & Environmental Compliance will be responsible for the overall management and support of the LFUCG Lockout/Tagout Program.

The Industrial Hygienist/Loss Control Specialist will be responsible for assisting divisions with their inspections and training.

Division Directors and Supervisors are responsible for:

- Controlling energy sources in their respective areas, ensuring outside contractors comply with the Lockout/Tagout regulations
- Perform hazard assessments for each equipment or process in their division
- Develop and maintain a written program for their division and purchase the required equipment
- Keep their policy up to date

The LFUCG employees need to know:

- What tasks they perform which expose them to energy sources
- Attend the Lockout/Tagout Compliance Program training
- Plan and conduct all operations in accordance with LFUCG work practice controls

#### V. EMPLOYEE CATAGORIES

**Authorized** employees are those workers who actually perform Lockout/Tagout procedures

**Affected** employees do not perform servicing or maintenance, but work in the area

**Other** employees need to know about Lockout/Tagout in the vicinity

#### VI. MANDATED TRAINING

LFUCG must provide effective initial training, periodic retraining as necessary, and certification that training has been given to all employees covered by the standard.

Retraining is required when there is a change in job assignments, equipment or process, and energy control procedures. Also if periodic inspections reveal an employee doesn't understand or practice their responsibilities.

#### VII. HAZARD ASSESSMENT

Division Directors and Supervisors are required to perform a Hazard Assessment to be aware of the dangers posed by various sources of energy.

### VIII. LOCKOUT VERSUS TAGOUT

KOSH requires that if an energy-isolating device is capable of being locked out then lockout shall be used instead of tagout.

#### LOCKOUT/TAGOUT DEVICE REQUIREMENTS

Division Directors and Supervisors shall provide lockout/tagout devices (exclusive for this purpose) to their employees to use.

### X. UNUSUAL CONDITIONS

Division Directors and Supervisors are required to exchange lockout/tagout information with any outside contractors.

Group lockout/tagout must offer the same protection as individual, personal lockout/tagout devices.

Continuity of lockout/tagout must be ensured through shift and personnel changes.

#### INSPECTIONS

Division Directors and Supervisors shall perform inspections:

- Annually
- Upon the installation of new equipment
- When equipment has been modified or adjusted
- During major repairs
- When routine cleaning and maintenance take place

Inspectors should be an *authorized* employee.

Periodic inspections must include a review between the inspector and each authorized employee.

A certification form must be filled out on each piece of machinery inspected.

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LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT

LOCKOUT/TAGOUT PROGRAM

29 CFR 1910.147

Developed by the Division of Risk Management  
Safety and Loss Control Section

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DETAILED ENERGY HAZARD ASSESSMENT FORM  
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## I. PURPOSE

The purpose of this program is to establish procedures for affixing appropriate lockout or tagout devices to energy-isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start-up or release of stored energy that will prevent injury to employees.

## II. REVIEW AND UPDATE OF THE POLICY

We recognize that it is important to keep the Lexington-Fayette Urban County Government's Lockout/Tagout Policy up-to-date. To ensure this, the plan will be reviewed and updated by the Risk Manager of Safety and Loss Control under the following circumstances:

- Annually
- Whenever new or modified tasks or procedures are implemented which affect occupational risk to employees
- Whenever employee's jobs are revised such that additional occupational risk may occur

## III. WRITTEN PROCEDURES

The vast majority of Lockout/Tagout violations cited by KOSH involve failure to have written procedures in place. The standard requires your division to clearly outline the scope, purpose, authorization, rules, and techniques to be used, and means of enforcing compliance. It is also required to address the following aspects:

- A specific statement of purpose, or use of the Lockout/Tagout procedure
- Specific steps for shutting down, isolating, blocking and securing machines and equipment to control hazardous energy
- Specific steps for the placement, removal, and transfer of lockout or tagout devices and the responsibility for them
- Specific requirements for testing machines or equipment to verify the effectiveness of lockout and tagout devices and other energy control measures

## IV. RESPONSIBLE PERSONS

The following define the roles played by each of the responsible persons in carrying out the Lockout/Tagout Compliance.

The **Risk Manager for Safety, Health and Environmental Compliance** will be responsible for overall management and support of the government's Lockout/Tagout Policy. Activities which are delegated to the Risk Manager typically include, but are not limited to:

- Overall responsibility for maintaining the LFUCG Lockout/Tagout Policy
- Working with management and other employees to develop and administer any additional Lockout/Tagout practices needed to support the effective implementation of this Policy
- Improving the Lockout/Tagout Policy, as well as revising and updating the plan when necessary
- Staying abreast of current legal requirements concerning Lockout/Tagout
- Appointing the government liaison during KOSH inspections
- Conducting periodic government surveys to maintain up-to-date Lockout/Tagout Policies in divisions where tasks are performed involving energy sources



The **Industrial Hygiene/Loss Control Specialist** is responsible for:

- Making sure all divisional Lockout/Tagout Policies meet federal state, and local laws and regulations
- Assisting divisions with their inspections of energy sources
- Assisting divisions with training for employees who may encounter Lockout/Tagout required energy sources

**Division Directors and Supervisors** are responsible for:

- Controlling energy sources in their respective areas
- Ensuring outside contractors comply with all applicable Lockout/Tagout regulations
- Perform hazard assessments for each equipment or process in their division
- Developing a Lockout/Tagout Policy specific to their divisional requirements
- Purchasing required Lockout/Tagout equipment
- Training their authorized and affected employees to ensure compliance with the Lockout/Tagout Policy
- Keeping their divisional Lockout/Tagout Program up to date

The Lexington-Fayette Urban County government **employees** have the most important role in our Lockout/Tagout Program. The ultimate execution of much of our compliance Lockout/Tagout rests in their hands. In this role they must do such things as:

- Know what tasks they perform which expose them to energy sources
- Attend the Lockout/Tagout Compliance Policy training
- Plan and conduct all operations in accordance with our work practice controls

## V. EMPLOYEE CATAGORIES

For the purposes of the Lockout/Tagout standard, KOSH recognizes three types of employees.

**Authorized employees** are those workers who actually perform Lockout/Tagout procedures on the machines and equipment they service and maintain. They should have training in the following:

- Ability to recognize any hazardous energy source in the work place
- Knowledge of the types and the magnitude of energy sources present in the workplace
- Understanding of the means and methods of isolating and/or controlling the various types of energy
- Ways to verify that energy isolation is effective
- The purpose of the procedures to be used

**Affected employees** do *not* perform servicing or maintenance. They may be machine operators or they do work in an area where Lockout/Tagout procedures are applied to machinery or equipment. They are required to understand:

- The purpose and the use of energy control measures
- Have a critical need to know what various locks and tags look like
- Must understand the need to respect them

**Other employees** may be affected by energy control procedures. These people are those who don't fall into the other two (2) categories. They must understand that they are prohibited from starting up or reenergizing any locked-out or tagged-out equipment they encounter.

The amount and kind of training that each employee receives is based upon (1) the relationship of that employee's job to the machine or equipment being locked or tagged out, and (2) the degree of knowledge relevant to hazardous energy that he or she must possess—in other words the need to know.

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## VI. MANDATED TRAINING

According to the standard, LFUCG is responsible for providing the following:

- Effective initial training
- Periodic retraining as necessary
- Certification that training has been given to all employees covered by the standard

The Division Directors and Supervisors are responsible for training their employees and providing written certification. The certification must contain each employee's name and dates of training. The certification should also become part of the employee's permanent file. In addition, it's helpful to keep a training log, syllabus, and course materials on hand to show an OSHA inspector.

Under the standard, retraining is also required whenever any one of the following occurs:

- A change in job assignments
- A change in machines, equipment, or processes in which a new hazard would occur
- A change in energy control procedures

Additional retraining within the division is also required whenever a periodic inspection and review reveal that an employee doesn't understand or practice his or her responsibilities. Failure to follow these requirements will be treated as a **Class A safety violation**. A division may also conduct retraining whenever there is reason to believe that it is needed. The Safety and Loss Control section has guidelines available to assist you with training.

## VII. HAZARD ASSESSMENT

Division Directors and Supervisors need to perform a Hazard Assessment to be aware of the dangers posed by various sources of energy. The Lockout/Tagout standard specifically mentions the following energy sources:

- Electrical
- Mechanical
- Hydraulic
- Pneumatic
- Chemical
- Thermal
- Other

Types of energy which present an entire host of potential hazards are:

- Natural gas
- Compressed air
- Pressurized liquids
- Steam
- Coiled springs
- Potential Energy (gravity or static energy)

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Lockout/Tagout is intended to protect workers from the unexpected start-up of machinery or equipment or release of stored energy during servicing and/or maintenance activities. According to the standard, servicing and maintenance are defined to include the following:

- Constructing
- Installing
- Setting up
- Adjusting
- Inspecting
- Modifying
- Lubricating, cleaning or unjamming machines or equipment
- Making adjustments or tool changes

To undertake a hazard assessment of your division, the manager/supervisor should inventory all of the equipment and machinery that is used, serviced, or maintained, even if it is broken. Once the equipment and machinery have been inventoried, one will need to do a more detailed evaluation of each piece of equipment. Document the following:

- All energy sources, direct and hidden
- The hazards posed
- The magnitude or measurable degree of danger
- Any special or unusual conditions
- Proper isolation methods or devices

FORMS ATTACHED

## VIII. SAFE SHUTDOWN PROCEDURES

KOSH requires you to cover a few basic steps when implementing shut down procedures, and to put them in the following order:

1. **Notify affected employee** that Lockout/Tagout is about to occur on a specific piece of machinery or equipment. Prepare for shutdown by reviewing details of the energy source, hazards, and specific control procedures.
2. **Shut down the machine or equipment**, using normal stopping or rundown procedures for that machine.
3. **Isolate the equipment from the energy source**. Bear in mind that there may be more than one energy source. These may include electricity, hydraulic pressure, pressurized steam, and residual mechanical energy, among others. Isolating the equipment from its energy source may involve turning off such items as the operating control, a line valve, or an electrical circuit breaker.
4. **Apply the lockout or tagout devices** to the energy-isolating devices. For example, a padlock should be placed through holes so that switch handles are locked in the "off" position and can't be moved.
5. **Release any potentially hazardous stored or residual energy**. What employees do here depends upon the type of energy and how it's stored. It may mean returning springs to a normal position, or bleeding down, or blocking hydraulic systems. Remember that the machine must be in a zero energy state. If there is any chance that stored energy may reaccumulate, verification of isolation must be continued until the servicing or maintenance is completed.
6. **Verify that energy control measures are effective** before starting servicing or maintenance. For example, turn switches or start buttons to the "on" position to ensure that power is actually isolated. Then return them to the "off" position.

## IX. LOCKOUT VERSUS TAGOUT

KOSH requires that if an energy-isolating device is capable of being locked out then lockout shall be used instead of tagout. It is a safer means of ensuring de-energization of equipment than tagout. Tagout is generally considered a poor secondary means of control, since its success depends solely on worker's response to a warning sign. Standard 29 CFR 1910.147 (c)(3)(i) states when tagout devices are used with energy isolating devices designed with the incapability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached. The standard specifies that when a tagout device is used on an energy-isolating device incapable of being locked out, the tag must be attached at the same spot where the lockout device would have been found. In order to demonstrate additional employee protection, additional safety measures may need to be implemented. These could include the following:

- Removing an isolating circuit element
- Blocking a control switch
- Opening an extra disconnecting device
- Removing a valve handle

## X. APPLYING LOCKS AND TAGS

The standard requires that an authorized employee attach a Lockout/Tagout device to each energy-isolating device. When a lockout device is used, it must be attached in such a way that it secures the energy-isolating device in the "off" position.

When a tagout device is used, it must be attached exactly where the lock would have been on the energy - isolating device, or as close to the point and in as obvious a position as possible. The tag must clearly indicate that the energy-isolating device must not be disturbed. (The tag should read DO NOT START, DO NOT OPEN,

DO NOT ACTIVATE.) Under no circumstances is a lock or tag to be removed by anyone other than the person who applied the lock or tag.

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### XI. LOCKOUT/TAGOUT DEVICE REQUIREMENTS

The standard requires LFUCG to provide locks, tags, chains, wedges, key plugs, adapter pins, self-locking fasteners or what ever other hardware is called for to isolate and control energy. Division Directors and Supervisors shall provide these to their employees. It further specifies that Lockout/Tagout devices to be used for no other purpose, and that they be:

- **Durable.** Devices must be capable of withstanding the workplace environment. Tags, in particular, must not deteriorate or become difficult to read in damp or wet conditions. They must also hold up in corrosive environments where acid or alkali chemicals are handled and stored.
- **Standardized.** Within each facility, devices must be standardized by color, shape, or size. The format and print of the tags should also be standardized.
- **Substantial.** Removal of lockout devices should be extremely difficult, requiring the use of excessive force and the help of tools such as bolt cutters. Tagout devices- and their attaching materials- must be tough enough so that they can't be accidentally removed. The attaching materials should be a nylon tie strap or equivalent.
- **Identifiable.** Both locks and tags must indicate the identity of the authorized employee who applied them. Tags must also warn specifically against the potential hazards if the machine or equipment is energized.

### XII. SAFE START-UP PROCEDURES

Before Lockout/Tagout devices are removed and energy is restored to the machine or equipment, certain steps are required by the standard:

- The work area must be inspected to ensure that nonessential items, such as tools and materials, have been put away and that the equipment components are operationally intact.
- All affected employees must be notified that equipment will be restarted, and they must be safely positioned out of harms way during reactivation.
- Lockout/Tagout devices must be removed only by the authorized employee who applied them
- Affected employees must be informed that Lockout/Tagout devices have been removed.
- Equipment must be tested to ensure safe operation.

### XIII. UNUSUAL CONDITIONS

**Outside Personnel** – When a contract is executed, the LFUCG employee responsible for that contract and the off-site contractor must inform each other of all applicable Lockout/Tagout procedures. Both must ensure that their employees understand and will respect the other's Lockout/Tagout Program.

**Group Lockout or Tagout** - When a crew, craft, department, or other group performs service or maintenance, the procedures they follow must afford them the same level of protection offered by an individual, personal Lockout/Tagout device.

**Shift or Personnel Changes** - Continuity of Lockout/Tagout protection must be ensured by following specific procedures for shift and personnel changes, including the orderly handoff of Lockout/Tagout devices.



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#### XIV. INSPECTIONS

The standard requires that inspections of the energy control procedures be conducted at least annually. The Division Directors and Supervisors shall perform these inspections. The purpose is to ensure that the written procedures and the requirements of the standard are being followed, and that employees understand their responsibilities under the procedures. Inspections are to be performed:

- At least annually
- When new equipment has been installed
- Equipment has been modified or adjusted
- When routinely scheduled cleaning and maintenance take place
- During major repairs

**Designating an inspector** - According to the standard, the periodic inspections must be performed by an authorized employee other than the one(s) using the energy control procedure, such as a manager/ supervisor.

The standard further specifies that for a lockout procedure; the periodic inspection must include a review between the inspector and each *authorized* employee of his responsibilities under the energy control procedure being inspected.

When a tag out procedure is inspected, there must be a review between the inspector and each authorized and affected employee. The review should cover each employee's responsibilities under the procedure being inspected, as well as the limitations of the tags.

A certification form should be filled out on each piece of machinery inspected. The certification must identify the machine or equipment on which the energy control procedure was used, the date of the inspection, the employees included in the inspection, and the name of the person performing the inspection.

FORM ATTACHED

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT  
 LOCKOUT/TAGOUT POLICY  
**COMPLIANCE CHECKLIST**  
 October 1998

1. Do you have a Lockout/Tagout Program specific for your division? Does it include energy control procedures and employee training programs? \_\_\_\_\_
2. Was any documented hazard analysis decisions used in developing the Program? \_\_\_\_\_
3. What types of machinery/equipment are used on site? \_\_\_\_\_
4. What primary energy sources are used? What backup or stored energy sources are used? \_\_\_\_\_
5. What are the most used energy sources utilized on one machine? \_\_\_\_\_
6. \*\*Are any hot tap operations performed? \_\_\_\_\_
7. What machinery or equipment has had major modification or repairs since January 1990? \_\_\_\_\_
8. Any new equipment etc. installed since January 1990? \_\_\_\_\_
9. Do you have any written control procedures for each type of machine? \_\_\_\_\_
10. Are any machines exempt from the written procedures? (.147(c)(4)(l) note) \_\_\_\_\_
11. What equipment is not capable of being locked out? \_\_\_\_\_
12. If tagout is used, what method is used to ensure full employee protection? \_\_\_\_\_
13. How is the Lockout/Tagout Policy enforced? \_\_\_\_\_
14. What standardized, specifically distinguished hardware is used? How do you identify who placed the device? \_\_\_\_\_
15. Who is authorized to perform lockout/tagout? \_\_\_\_\_
16. Have the employees (authorized, affected, other) received training? Any retraining conducted? Why? Any records kept? (names, dates, certified) \_\_\_\_\_
17. What is planned for conducting periodic inspections? (Review certified annual periodic inspection documents sometime after April 13, 1991) \_\_\_\_\_
18. Do you have a method for group lockout? \_\_\_\_\_
19. What lockout/tagout procedures are used during shift or personnel changes? \_\_\_\_\_
20. What procedures are used when lockout/tagout devices have to be removed by another authorized person, not the one who originally placed the device? \_\_\_\_\_
21. What type of notification and coordination takes place with outside contractors? \_\_\_\_\_

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LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT  
 LOCKOUT/TAGOUT POLICY  
**TRAINING CHECKLIST**  
 October 1998

1. Established a thorough training program. \_\_\_\_\_
2. Identified employees who need training. \_\_\_\_\_
3. Developed training program which ensures new employees are trained before their first assignment. \_\_\_\_\_
4. Informed employees of the specific information and training requirements of the OSHA Lockout/Tagout Standard . \_\_\_\_\_
5. Informed employees of the requirements of the standard, and their rights under the law. \_\_\_\_\_
6. Informed employees of the LFUCG written program and training requirements. \_\_\_\_\_
7. Informed employees of the different sources of energy and the hazards associated with them. \_\_\_\_\_
8. Informed employees of specific hazards of the energy generating equipment they work with and their proper use and handling. \_\_\_\_\_
9. Informed employees of the hazards associated with performing non-routine tasks. \_\_\_\_\_
10. Trained employees in emergency and first-aid procedures. \_\_\_\_\_
11. Listed all the energy sources in each workplace. \_\_\_\_\_
12. Trained employees on when and how to update our Lockout/Tagout Policy. \_\_\_\_\_
13. Explained how to use Locks/Tags specific to Lockout/Tagout hardware. \_\_\_\_\_
14. Informed employees of the Locks/Tags and where they are located. \_\_\_\_\_
15. Developed a way to identify and inform employees of new equipment before it is introduced into a work area. \_\_\_\_\_
16. Developed a way to evaluate the effectiveness of the training program and to keep track of who has received training. \_\_\_\_\_

LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT  
LOCKOUT/TAGOUT POLICY  
**TRAINING OUTLINE**  
October 1998

Introduction - The purpose of this discussion is to review important areas of KOSH's lockout/tagout standard and how it applies to our division

Distribute the standard (available from Risk Management)

Overheads for the following are available from Risk Management

1. Purpose of lockout/tagout - Lockout/Tagout prevents the unexpected start-up of moving machine parts or the release of stored energy.
2. Application - Lockout/Tagout applies when routine service and maintenance work is performed on machinery or equipment.
3. Other tasks that require the use of Lockout/Tagout:
  - Installing
  - Setting up
  - Adjusting
  - Repairing
  - Inspecting
  - Modifying
  - Cleaning
  - Lubricating
  - Unjamming
  - Changing tools
4. Other circumstances that require the use of Lockout/Tagout:
  - When you remove or bypass machine guards or other safety devices
  - When you make, or are close to making, bodily contact with the machine's point of operation
  - When your body is in a danger zone associated with a machine operating cycle.
5. Locks are used to block the flow of energy.  
Tags are a warning to all employees NOT to turn the power on.
6. **Authorized Employee** is a worker who is required to perform Lockout/Tagout procedures.  
**Affected Employee** is a worker who works with or near equipment that will be locked and tagged out.
7. **ALL** employees must understand and respect Lockout/Tagout procedures.
8. **Hazardous Energy** is unexpected or stored energy that could cause injury while equipment is being serviced, repaired, or maintained.
9. Different types of energy:
  - Electrical
  - Mechanical
  - Chemical
  - Hydraulic
  - Pneumatic

- Thermal

## 10. Performing Lockout/Tagout properly:

- Control and isolate **ALL** the equipment's energy sources.
- Release any stored energy so that the machine is at a **zero state of energy**.

11. Lockout is installing a lock to physically prevent the unexpected start-up of machinery of the release of store energy.

12. Tagout is putting a label or tag on an energy-isolating device to warn employees NOT to turn the equipment.

## 13. Lockout devices:

- Hasps
- Chains
- Gate valves
- Plug lockout devices
- other

Show and discuss any specific locks and lockout devices that your division would use with certain pieces of equipment or machinery.

## 14. Tags must:

- Be standardized
- Include the authorized employee's name
- Be legible and understandable
- Be durable
- Be securely attached
- Include a clear warning

## 15. Tag warnings:

- Do not open
- Do not start
- Do not energize
- Do not operate

## 16. Lockout/Tagout Procedures;

- *Step 1*- Notify the affected employees that lockout/tagout is about to occur and which machine or equipment will be involved.
- *Step 2* - Shut down the machine or equipment using normal stopping or run-down procedures.
- *Step 3*- Isolate the machine or equipment from ALL its energy sources.
- *Step 4* - Apply appropriate lockout/tagout devices to the machine's or equipment's energy-isolating devices.
- *Step 5* - Release all potentially hazardous stored or residual energy.
- *Step 6* - Verify that the equipment or machine cannot be turned on BEFORE starting necessary service, maintenance, or repairs.

## 17. BEFORE removing lockout/tagout devices and restarting and testing equipment:

- Ensure that equipment components are intact, lines have been reconnected, and safeguards are in place.
- Notify all affected employees that lockout/tagout devices will be removed.
- Ensure that affected employees are away from moving machine parts.
- Check that no tools or materials are in the way of moving parts.

- Make sure all switches, valves, and energy controls are still in the **OFF** position.
- Remove lockout/tagout devices.
- Test equipment.

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18. If equipment suddenly stops:
  - Don't try to fix the problem If you are NOT the authorized employee.
  - Contact the appropriate person to fix the problem.
19. Review your division's written energy control program and distribute to employees.
20. Review the detailed lockout/tagout procedures that authorized employees must follow for specific types of machinery before they perform repairs, service, or maintenance.
21. Review your division's procedures concerning the safe placement, removal, and transfer of lockout/tagout devices, and who has the responsibility for them.
22. Review your division's programs concerning the requirements for testing to determine the effectiveness of locks, tags, and devices.
23. Review your division's programs concerning the steps authorized employees must follow to notify affected employees before devices are applied - and after they are removed form the equipment.
24. Conduct the quiz
  - Explain the purpose of the quiz is to reinforce the important information employees have learned during the safety meeting.
  - Allow them 10 - 15 minutes to take the quiz.
  - Review the answers to the quiz.
  - Discuss the correct and incorrect answers. Make sure employees feel comfortable about explaining why they chose a specific answer. You may determine areas of information that need to be reviewed or reinforced.
  - Ask employees if they have any additional questions.
  - Answer any questions by referring to and reinforcing the appropriate information in this outline and your division's energy control policy.
25. Keep the quizzes to help satisfy KOSH's requirements for documentation of training
26. Conduct a demonstration on a piece of equipment used in your division  
Be sure the following steps are taken:
  - All the equipment's direct and hidden energy sources are discussed.
  - Any lock , tag or device that is being used is shown and explained
  - All specific lockout/tagout steps are explained as they are being performed.

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LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT  
 LOCKOUT/TAGOUT POLICY  
**QUIZ**  
 October 1998

Employee Number \_\_\_\_\_ Employee \_\_\_\_\_  
 Date \_\_\_\_\_ Trainer \_\_\_\_\_  
 Location \_\_\_\_\_ Division \_\_\_\_\_

1. Lockout means
  - A. placing a notice on the power source to warn co-workers and others not to turn the power.
  - B. blocking the flow of energy from the power source to the equipment
  - C. making sure no one can enter your work area
  
2. The information on a tag might include the name of the worker who put it there, the date and time the work began, and the type of work being performed.  
 T or F
  
3. Lockout/tagout rules must be followed
  - A. whenever you clean, repair, or service a machine
  - B. only when you're on the job
  - C. if you feel they are necessary
  
4. If the circumstances warrant it you can rely on a co-worker's lock while you're doing routine maintenance on a machine.  
 T or F
  
5. The first step in lockout/tagout is to
  - A. tag out at the disconnect point
  - B. turn off the equipment and disconnect the energy source
  - C. lock out energy sources
  
6. To lock our energy sources safely
  - A. pull the fuse or flip the circuit breaker
  - B. close all valves completely and turn off all switches
  - C. make it impossible for the flow of energy to be reestablished without your knowledge
  
7. Releasing residual energy may require you to discharge capacitors, ground circuits, bleed lines, or release built-up pressure.  
 T or F
  
8. Once you've released residual electricity from a machine, it's okay to start your repairs or maintenance  
 T or F
  
9. If you come across a closed valve or switch that has been turned off but doesn't have a lock you should
  - A. find out why the source of energy has been turned off before you restore power
  - B. assume that it's safe to turn the power on
  - C. ask those in the immediate area if it's okay to turn the power on
  
10. When you've completed work on a machine and you've removed your lock and tag, you can immediately start the machine.  
 T or F






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**DETAILED ENERGY HAZARD ASSESSMENT**

Machine Type: \_\_\_\_\_ Inventory # \_\_\_\_\_ Serial # \_\_\_\_\_  
 Manufacturer: \_\_\_\_\_ Assessed by: \_\_\_\_\_ Date: \_\_\_\_\_

ENERGY SOURCES	HAZARDS	MAGNITUDE OF EXPOSURE	UNUSUAL CONDITIONS	ISOLA
