LOCKOUT / TAGOUT

Purpose: This policy establishes minimum requirements to control hazardous energy to provide protection for personnel and facilities equipment during operation, maintenance, and modification activities.

Definitions

1. Lockout – The placement of a lockout device on an energy isolating device to ensure that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

2. Tagout - The placement of a tagout device on an energy isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

3. Lockout Device - A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent the energizing of a machine or equipment.

Policy: Prior to any servicing or maintenance on a machine or equipment where the unexpected energizing, start up or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source, and rendered inoperative. Under NO circumstance will tagout be used when lockout is possible.

Responsibility: It is the responsibility of each Facilities Management work force member to be familiar with the requirements for energy isolation. It is the responsibility of all Management Staff to monitor work and ensure compliance with the requirements for Lockout/Tagout. Failure to follow guidance provided in this policy will be considered a serious safety violation that could result in personnel injury.

References: 10CFR1910.147 - The control of hazardous energy (lockout/tagout).