

LOCKOUT AND TAGOUT POLICY:

SECTION I : PURPOSE:

This policy establishes the minimum requirements for the lockout and tagout of machinery and equipment across all Town departments to ensure that employees are isolated from hazardous energy sources before they perform servicing, maintenance, and repair or replacement activities. The unexpected activation, sudden release of stored energy, or inadvertent contact with energized equipment could produce serious injury and damage to equipment. This program is written to comply with 29 CFR 1910.147, and NH RSA 281-A: 64.

SECTION II : RESPONSIBILITIES:

A) DEPARTMENT HEADS: Each respective Department Head is responsible to:

1. Identify all energy sources within their department that require control, as well as the equipment and machinery that must adhere to the lockout/tagout procedures prior to any work that requires testing, repair, or replacement.
2. Determine and designate the employee(s) within their departments who are authorized to engage in lockout procedures.
3. Ensure that all lockout/tagout requirements are performed when:
 - a. Guards or safety devices are removed from equipment.
 - b. During servicing of equipment or machinery.
 - c. When an employee must place any part of the body where it may be caught by moving machinery (cleaning or oiling parts, etc.)
 - d. When contact with any form of energy is possible, e.g. electrical, hydraulic, pneumatic, etc.
 - e. During all confined space entries, when applicable.
4. Enforce the use of **both** locks and tags whenever energy isolation is required.
5. Ensure that the procedures for release of lockout/tagout equipment, including machine inspection, notification to employees, removal of lockout/tagout devices, and testing or start-up of equipment or machines are followed.
6. Ensure that new equipment or overhauled equipment can accommodate locks for subsequent application of this procedure when required.

B) HEALTH AND SAFETY COMMITTEE/DESIGNATED OFFICER: The following responsibilities are to be carried out by each department's Health and Safety Committee, if one is established, or by the department's designed Health and Safety Officer:

1. The Health and Safety Committee/Officer will provide each Department Head with instructions on the control of hazardous energy sources, and approve the lockout/tagout devices to be used at each Town facility.
2. The Health and Safety Committee/Officer is responsible for training employees in the identification of activities requiring energy control, lockout/tagout and isolation procedures, testing, and reactivating equipment and machinery.

C) MAINTENANCE PERSONNEL:

1. Maintenance personnel will be responsible for assisting the Department Heads in ensuring that new equipment or overhauled equipment can accommodate locks for subsequent application of this procedure when required.

D) EMPLOYEES:

1. All employees are to follow the Town's lockout/tagout procedures established in Section III. Failure to abide by these procedures will result in disciplinary action.
2. Employees are responsible for the equipment issued to them, such as lock devices, keys, and tags.
3. Employees shall not attempt to operate any switch, valve, or other energy-isolating device when it is locked out or tagged out.

SECTION III : REQUIREMENTS/PROCEDURES:

A) EQUIPMENT:

1. Each Department Head will provide the following equipment:
 - a. **Locks** will be issued, with **one** key, to the individual responsible for application of a lockout procedure.
 - b. **Multiple-lock hasps** will be issued when lockout procedures require more than one lock to be used for lockout at a time.
 - c. **Warning Tags** are to accompany the placement of each lock. An identification tag must accompany every lock or multiple-lock hasp. The tag will not be removed except by the employee who placed it on the machine or equipment at the completion of the work requiring lockout procedure. The tag is not reusable.
 - d. Various chain lengths and dimensions (to secure locks to valve handles) when required to enable lockout.
 - e. Equipment to cut or break chain, locks, or hasps, such as cutters or hacksaws, should an emergency require removal of a lockout device and the key is not available.

B) PROCEDURES:

Prior to:

1. Any repair, adjustment, cleaning, or lubrication activities on powered equipment; or
2. Any decontamination, cleanup, removal, or treatment activities where there is a hazard from any energized system; or
3. Lockout of a piece of equipment which has been found unsafe to operate and must be locked out to prevent its use; or
4. Entry into a confined space where energized equipment or systems may endanger the safety of the worker(s); or
5. Installation or removal of equipment that may be activated by energy source;

The following actions will be taken:

- a. The equipment will be inspected and all isolating devices identified to be certain which switch, valve or other energy isolating devices apply to the equipment to be locked or tagged out.
- b. Notify affected employees that a lockout will be used.
- c. De-energize all equipment and systems to be locked out. This requires:
 - 1) Shut off all electrical power at the source.
 - 2) Bleed off all hydraulic/pneumatic pressure and turn off all supply valves.
 - 3) Lower or block any moving or suspended parts to prevent travel or cycling.
 - 4) Shut off all fuel, water, steam, or other chemical feed lines and bind the lines as appropriate (e.g. using flange blanks).
- d. Ensure the equipment is de-energized by testing it.
- e. Place a lock and tag on the power source switch, valve, etc. The device or equipment must accept a locking device, a safety tag is not sufficient by itself. The tag must indicate:
 - 1) The name of the person who placed it.
 - 2) The date the tag was affixed.
 - 3) A brief explanation for the lockout.

- f. If more than one (1) employee will be working on the equipment, each employee is to affix his/her personal lock, using a multi-lock hasp if necessary.
- g. If the power source is beyond the physical control of the employee, appropriate steps must be taken to ensure that the system is not energized until the employee is out of danger. This may include physically disconnecting the energy source.
- h. When equipment or machinery is to be restored to normal operations, the area around the machines or equipment is to be checked to ensure that no one is in a position of danger.
- i. After all equipment and employees are clear, remove all lockout or tagout devices.
- j. Operate the energy isolating devices to restore energy to the machine or equipment.
- k. Only the individual(s) who placed the devices in service are permitted to take them out of service, unless as allowed under Section 3-D:2.

C) CONTRACTORS:

- 1. If outside contractors are involved in lockout/tagout activities, they must be informed of the Town of Windham's lockout/tagout program. The contractor must provide a copy of their program. The Town employees involved must understand and comply with any restrictions and prohibitions of the contractor's energy control procedures, as well.

D) SPECIAL CIRCUMSTANCES:

1. MULTIPLE LOCK REQUIREMENTS:

- a. As noted in Section III B-5f (Procedures), if more than one employee is required to lockout equipment, each shall place their personal lock on the energy isolating device(s).
- b. When an energy-isolating device cannot accept multiple locks, a multiple lock hasp is to be used, or
 - 1) If a single lock is used in place of a multiple lock hasp to lockout the machine or equipment, the key is to be placed in a lockout box, cabinet, or other location which allows the use of multiple locks to secure it.
 - 2) Each employee will then use their personal lock to secure the box, cabinet, or other location and will remove their lock in the reverse order when it is permitted to return the equipment to service.

2. REMOVAL OF LOCKS BY OTHERS:

- a. If the employee who placed a lock and tag is not available to remove it, and this has been verified, the lock, may be removed under Department Head supervision.
- b. The removal of the device by another must provide equivalent safety as would have been the case had the device been removed by the employee who had attached it.
- c. After the lock is removed, the employee who installed the lock must be advised as soon as possible that the lock had been removed.

3. TESTING OR POSITIONING MACHINES AND EQUIPMENT:

- a. In situations where lockout or tagout devices need to be temporarily removed from the energy isolating devices and the machine or equipment energized to test or position that machine or equipment, the following sequence of procedures must be follows:
 - 1) Clear the machine or equipment of tools and other non-essential materials.
 - 2) Remove employees from the machine or equipment area.
 - 3) Remove the locks and tags.
 - 4) Energize and proceed with testing or positioning.
 - 5) De-energize all systems.
 - 6) Re-apply energy control measures.
 - 7) Proceed as with any other lockout/tagout procedures.

E. TRAINING:

- 1. Initial training on procedures for controlling hazardous energy is to be provided by the Department Head in cooperation with the Joint Loss Management Committee (JLMC). This instruction is to include recognition of hazards, how to apply the control procedures, and actions to be taken in special circumstances.
- 2. All training is to be properly documented with the following information:
 - a. Name of employee (printed and signed).
 - b. Name of instructor.
 - c. Date and time of training.
 - d. Outline of what was covered and copies of any training material used.

SECTION IV : AMENDMENT PROCEDURE:

This Policy may be amended from time to time by a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

SECTION VI : EFFECTIVE DATE:

This policy shall take effect immediately following a majority vote of the Board of Selectmen at a regularly scheduled Selectmen's meeting.

Adopted by the Board of Selectmen - September 28, 1998.

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