



Lockout/Tagout Program (LOTO)

Complies with
29 CFR 1910.147
OSHA General Industry Standards

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INTRODUCTION

A. Summary

The Matanuska-Susitna Borough School District is committed to providing a safe environment for our employees and students. In pursuit of this goal, a Lockout /Tagout (LOTO) Program is in place to protect employees from injury in accordance with OSHA standards.

B. Purpose

To establish the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is required on machines or equipment. The LOTO Program ensures the machine or equipment has been stopped, and isolated, from all potentially hazardous energy sources and locked out before any service or maintenance is performed.

C. Scope

The LOTO Program outlines the requirements for the lockout of energy by isolating devices. It shall be used to ensure the machine or equipment is isolated from all potentially hazardous energy and locked out, before employees perform any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury.

D. Regulations and Standards

General Industry Occupational Safety and Health Regulations, 29 CFR 1910.147, Control of Hazardous Energy (Lockout/Tagout).

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout and/or tagout. The authorized employees are required to perform the lockout in accordance with this procedure. Employees shall not attempt to start, energize, or use a machine or piece of equipment in lockout and/or tagout status.

PROGRAM RESPONSIBILITIES

A. Administration

The District shall develop, implement, and administer the LOTO Program to ensure the safety of all employees. The following individuals are responsible for administering the District's LOTO Program:

1. Program Compliance

Daniel Belanger, Compliance Program Coordinator
Matanuska-Susitna Borough School District
3901 E. Bogard Rd.
Wasilla, AK 99654
P: 907-864-2024; F: 907-864-2081

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2. Program Support

Nicole Lundstrom, Risk Manager
Matanuska-Susitna Borough School District
501 N. Gulkana St.; Palmer, AK 99645
P: 907-746-9213; F: 907-761-4091

B. Supervisors

Supervisors have the primary responsibility for implementation of the LOTO Program in their work area. This includes:

1. Providing the necessary equipment needed to implement the LOTO.
2. Assigning authorized employees and training them on the LOTO procedure.
3. Reviewing procedures anytime there are changes in machines, equipment or processes.
4. Develop specific written energy control procedures for necessary equipment.
5. Retain appropriate documentation including records of training and specific energy control procedures.
6. Perform annual program evaluations.

C. Employees

Safety is the responsibility of all employees. Employees are required to adhere to the LOTO procedures outlined herein.

1. Employees authorized to perform LOTO on machines and equipment are required to perform the lockout in accordance with this procedure.
2. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance, shall not attempt to start, energize or use that machine or equipment.
3. Employees authorized to lockout machines and equipment shall follow existing energy control procedures and notify their Supervisor when additional procedures are needed to maintenance or service a machine or piece equipment.

PROGRAM COMPONENTS

The Lockout/Tagout (LOTO) Program has been developed to ensure safe work practices for all employees. The Matanuska-Susitna Borough School District requires the use of energy control devices by authorized personnel whenever maintenance or service is performed on machines or equipment. These procedures shall be used to ensure the machine or equipment is de-energized and isolated from all potentially hazardous energy sources and locked out before employees perform any service or maintenance where the energization or start-up of machines or equipment or the release of stored energy, could harm employees.

A. Protective Equipment

Locks, tags, chains, key blocks, adapter pins, self-locking fasteners, or other hardware shall be provided by the employer for isolating, securing or blocking machines or equipment from energy sources.

Lockout devices and tagout devices shall be singularly identified; shall be the only devices used for controlling energy; shall not be used for other purposes; and, shall meet the following requirements:

1. Durable
 - a. Lockout and tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
 - b. Tags shall not deteriorate when used in corrosive environments. For example, where acid and alkali chemicals are handled and stored.
2. Standardized
 - a. Lockout and tagout devices shall be standardized within the District in at least one of the following criteria: Color; shape; size; and additionally, in the case of tagout devices, print and format shall be standardized.
3. Substantial
 - a. Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques such as with the use of bolt cutters or other metal cutting tools.
4. Identifiable
 - a. Lockout and tagout devices shall indicate the identity of the employee applying the device(s).
 - b. Tagout devices shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as following: Do not start; do not open; do not close; do not energize; and, do not operate.

B. Energy Control Procedure

All energy isolating devices shall be locked out prior to servicing or maintenance. If an energy isolating device is not capable of being locked out, the employee is not authorized to work on that equipment. Use of a tagout only system will not be permitted unless it is the only option available.

The written energy control procedures shall include the following information:

1. The authorized employee shall notify affected employees that servicing is required on machinery or equipment. The machinery or equipment requiring service must be shut down and locked out to perform the maintenance.
2. The authorized employee shall identify the type and magnitude of the energy that the machine or equipment utilizes, understand the hazards of each energy source and shall know the methods to control the energy.



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3. When the electrical disconnect is attached or adjacent to the equipment, the motor stop button shall be depressed and the disconnect handle placed in the "OFF" position.
The disconnect handle should be operated while standing to one side rather than in front of the switch.
4. The authorized employee shall attach the lock to the disconnect handle and remove the key. If the machine or equipment is not capable of being locked out, tagout devices must be used.
5. If a switch or disconnect cannot be locked out for any reason, an electrician must trace back to the breaker panel and lockout/tagout the panel if possible when fuses are utilized.
6. Stored or residual energy such as that in capacitors, springs, rotating flywheels, hydraulic systems, and air gas steam or water pressure lines must be dissipated or restrained by methods such as grounding, repositioning, blocking, vesting, etc.
7. Equipment using hydraulic pressure shall be locked out by placing the hydraulic pump motor disconnect switch in the "OFF" position, applying a lock to the disconnect handle and bleeding off residual pressure in the piping system if the energy could have potential to endanger personnel.
8. The authorized employee shall ensure the equipment is completely disconnected from all energy sources by operating the push button or other normal operating controls. It may be necessary to do other testing to make certain the machine or piece of equipment will not operate.
9. Return the operating controls to neutral or the "OFF" position after verifying the isolation of the equipment.
10. The machine is now locked out and service or repairs can safely begin.
11. If there is any doubt about the above procedure, the authorized employee shall contact their Supervisor before proceeding.
12. Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection. This includes a procedure for the orderly transfer of the lockout or tagout device to minimize exposure to unexpected start-up or release of energy.

C. Energy Control Transfer Procedure

In the preceding steps, if more than one individual is required to lockout or tagout machinery or equipment the following applies:

1. Each authorized person shall place their own lockout device on the energy isolating devices. When an energy isolating device cannot accept multiple locks, a multiple lockout or tagout hasp may be used.
2. Whenever outside personnel are engaged in activities covered by the scope and application of this program, the on-site employer and the outside employer shall inform each other of their respective lockout or tagout procedure.
3. The on-site employer shall ensure that employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.

D. Restoring Equipment to Service

The authorized person shall take the following steps when the servicing or maintenance of machinery or equipment is complete:

1. Visually inspect the machine or equipment and the immediate area around it. Ensure that nonessential items have been removed and that the components are operationally intact.
2. Visually inspect the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout device and re-energize the machine or equipment. There are some forms of blocking that may require re-energization of the machine before safe removal.
5. Notify affected employees that the servicing or maintenance is complete and the machine or equipment is ready to use.

E. Abandoned Lock Removal

If a lockout device has been left in place by an employee who has departed the building, it shall only be removed by adhering to the following procedure:

1. A thorough inspection of the equipment is to be made by the supervisor responsible for the area.
2. The supervisor must confirm that the authorized employee who applied the lockout device is not at the facility.
3. If it is necessary to remove/cut a safety lock, a written report shall be prepared by the supervisor and a copy sent to the Director of Facilities.
4. The supervisor shall make a reasonable effort to contact the employee who originally applied the lock to inform him/her that the device has been removed prior to resuming work at the facility.

F. Training and Communication

Training shall be provided to ensure the LOTO Program is understood. Employees are required to have the knowledge and skills for the safe application, usage, and removal of energy controls. The training shall include the following:

1. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary to isolation and control the energy.
2. Each affected employee shall be instructed in the purpose and use of the energy control procedure.



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3. All employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be trained to recognize equipment in lockout or tagout status. This includes instruction on the purpose and use of the LOTO Program.
4. Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignment, machinery, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.
5. Retraining shall also be conducted whenever a periodic inspection reveals, or whenever the employer has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

DEFINITIONS

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

Authorized Employee- A person who locks-out or tags-out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

Energized- Connected to an energy source or containing residual or stored energy.

Energy Control Procedure- A written form to document the steps and manner in which machines or equipment are safely de-energized and locked out by authorized employees.

Energy Isolating Device- An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it.

Energy Source- Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Lockout- The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

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 the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

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

Tagout Device- A prominent warning device, such as a tag and means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.