University Energy Lockout/Tagout Procedures

Revised: 03/13
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Issue No. 6
Reviewer: Associate VP, Facilities
Effective Date: 06/01/95 (E3Y)
Review Date: 03/16

01. POLICY STATEMENTS

01.01 This procedure establishes the minimum requirement for the lockout/tagout of energy isolating devices whenever maintenance or servicing is done on machines or equipment or components of the campus electrical distribution network. It shall be used to ensure that the machine or equipment or component is properly taken off line, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or component or release of stored energy could cause injury.

01.02 All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout/tagout. The authorized employees are required to perform the lockout/tagout in accordance with this procedure. All employees, upon observing a machine or piece of equipment or component that is locked out in order to perform servicing or maintenance, shall not attempt to start, energize, or use that machine or equipment or component which is locked out in order to perform servicing or maintenance, shall not attempt to start, energize, or use that machine or equipment or component.

01.03 Violations of this lockout/tagout policy are to be covered by established University disciplinary policy and procedures.

02. DEFINITIONS

02.01 The following definitions will occur throughout this document: The following definitions will occur throughout this document:

a. Energy Source - any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy, also water, gas, or steam pressure.

b. 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 or component being controlled cannot be operated until the lockout device is removed.

c. 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.
d. **Tagout** - the placement of a tagout device on an energy isolating device, in accordance with established procedures, to indicate the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.
e. **Tagout Device** - a prominent warning device, such as a tag and means of attachment, which can be securely fastened to an energy isolated 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.
f. **Standardized** - lockout and tagout devices shall be standardized within the facility in at least one of the following criteria: color; shape; or size; and additionally, in the case of tagout devices, print format shall be standardized.
g. **Identifiable** - lockout devices and tagout devices shall indicate the identity of the employee applying the device(s).

03. **SEQUENCE OF LOCKOUT**

03.01 Notify all affected employees that servicing or maintenance is required on a machine or equipment or component and that the machine or equipment or component must be shut down and locked out to perform the servicing or maintenance.

03.02 The authorized employee shall be able to:
   a. Identify the type and magnitude of the energy that the machine or equipment or component utilizes.
   b. Understand the hazards of the energy.
   c. Know the methods to control the energy.

03.03 If the machine or equipment or component is operating, shut it down by the normal procedure.

03.04 De-activate the energy isolating device(s) so that the machine or equipment or component is isolated from the energy source(s).

03.05 Lock out the energy isolating device(s) with assigned individual lock(s) and tags with name, date, and time standardized.

04. **PROCEDURES FOR RESTORING EQUIPMENT TO SERVICE**

04.01 When the servicing or maintenance is completed and the machine or equipment or component is ready to return to normal operating conditions, the following steps shall be taken.
   a. Check the machine or equipment or component and the immediate area around the machine or equipment or component to ensure that nonessential items have been removed and that the machine or equipment or component is operationally intact.
b. Check the work area to ensure that all employees have been safely positioned or removed from the area.
c. Verify that the controls are in neutral and/or "off" position.
d. Remove the lockout devices and re-energize the machine or equipment or component. **Note:** The removal of some forms of blocking may require re-energization of the machine before safe removal.
e. Notify affected employees that the servicing or maintenance is completed and the machine or equipment or component is ready for use.

05. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

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<tr>
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<tr>
<td>Director, Environmental Health, Safety and Risk Management</td>
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06. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities and represents FSS policy and procedure from the date of this document until superseded.

Director, Environmental Health, Safety and Risk Management, Reviewer

Associate Vice President, Facilities, Reviewer

Vice President for Finance and Support Services

Approved: ____________________________  
Reviewer

Approved: ____________________________  
Reviewer

Approved: ____________________________  
Vice President for Finance and Support Services