SECTION F

PROCEDURES FOR LOCKOUT AND TAGOUT SYSTEM

A. TYPICAL MINIMAL LOCKOUT AND TAGOUT SYSTEM

1.0 Scope and Purpose

1.1 Lockout is the preferred method of isolating machines or equipment from energy sources. To assist employers in developing a procedure which meets the requirements of the standard, however, the following simple procedure is provided for use in both lockout or tagout programs.

1.2 This procedure establishes the minimum requirements for the lockout or tagout of energy-isolating devices. It shall be used to ensure that the machine or equipment is isolated from all potentially hazardous energy, and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury.

2.0 Responsibility

2.1 Specific person responsible for program implementation.

2.1.1 School district superintendent.

2.1.2 Maintenance, operation, custodial supervisors.

2.1.3 District safety coordinator.

2.1.4 SIPE safety officer.

2.2 Appropriate employees shall be instructed in the safety significance of the lockout or tagout procedure. Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of the lockout or tagout procedure.

2.3 School district maintenance staff will be trained in lockout/tagout annually.

2.4 Outside contractors must follow district procedures.

3.0 Preparation for Lockout or Tagout

3.1 Each machine or operation must have a checklist indicating the types of energy involved, such as electrical, pheumatic, hydraulic, thermal, stored energy, pressure and elevated parts.

3.2 Each machine or operation must be modified or provided with the means to effectively lock out energy sources to avoid the accidental start up of the equipment.

3.3 Each worker must have his or her own lock that must be on the equipment during preventive maintenance or servicing.

3.4 Make a survey to locate and identify all isolating devices to be certain which switch(s), valve(s), or other energy-isolating devices apply to the equipment to be locked or tagged out. More than one energy source (electrical, mechanical, or others) may be involved.

4.0 Sequence of Lockout or Tagout System Procedure

4.1 (1) Notify all affected employees that a lockout or tagout system is going to be utilized and the reason therefor. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.

4.2 (2) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).

4.3 (3) Operate the switch, valve, or other energy-isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

4.4 (4) Lockout or tagout the energy-isolating devices with assigned individual lock(s) or tag(s) selected; i.e., locks, tags, additional safety measures, etc. These devices will be available and the locks/tags will be identifiable for lockout procedures.

4.5 (5) After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.

CAUTION: Return operating control(s) to "neutral" or "off" position after the test.

4.6 (6) The equipment is now locked out or tagged out.

5.0 Restoring Machines or Equipment to Normal Production Operations

5.1 (1) After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.

5.2 (2) After all tools have been removed from the machine or equipment, guards have

been reinstalled, and employees are in the clear, remove all lockout or tagout devices. Operate the energy-isolating devices to restore energy to the machine or equipment.

6.0 Procedure Involving More Than One Person

6.1 In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his or her own personal lockout device or tagout device on the energy-isolating device(s). When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his or her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his or her lock from the box or cabinet.

7.0 Basic Rules for Using Lockout or Tagout System Procedure

7.1 All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device where it is locked or tagged out.

B. PROCEDURES FOR USE OF ACCIDENT PREVENTION TAGS

1.0 Scope and Purpose

1.1 The accident prevention tags are a temporary means of warning all concerned of a hazardous condition or defective equipment.

1.2 The tags are not to be considered as a complete warning method, but should be used until a positive means can be employed to eliminate the hazard; for example, a "DO NOT START" tag on power equipment shall be used for a few moments or a very short time until the switch in the system can be locked out; a "Defective Equipment" tag shall be placed on a damaged ladder and immediate arrangements made for the ladder to be taken out of service and sent to the repair shop.

1.3 When the safety officer identifies an immediate hazard, a danger tag will be posted conspicuously on the hazard.

1.4 A hazard notification report will be filled out and given to the site administrator before the safety officer leaves the site. If the site administrator is not on the site report, it will be given to the district business official.

2.0 Tag Placement

2.1 Red Tags (Danger): Danger tags should be used only where an immediate hazard exists. There should be no variation in the type of design of tags posted or hung to warn of specific dangers. All employees should be instructed that danger tags indicate an immediate hazard exists.

2.2 "DO NOT START" Tags: Shall be placed in a conspicuous location or shall be placed in such a manner that they effectively block the starting mechanism, which would cause hazardous conditions should the equipment be energized.

2.3 Caution Tags: Should be used only to warn against potential hazards or to caution against unsafe practices. All employees should be instructed that caution tags indicate a possible hazard and proper precautions should be taken.

3.0 Clearance of Red Tag

3.1 Red tag will be removed and returned to safety coordinator by the maintenance department upon clearance of the hazard or of the hazardous equipment.

3.2 Safety coordinator will make arrangements for the reinspection of red tagged equipment. If red tag condition is not cleared within 30 days, safety coordinator will verify corrective action taken with site supervisor and take appropriate actions to clear the hazard.

C. TRAINING REQUIREMENTS

1.0 Employees must:

1.1 New employees must be provided initial training in the lockout program within 30 days after hiring.

1.2 Maintenance and custodial employees shall receive annual training.

2.0 Training records:

2.1 SIPE Form 1-588 will be used to document employee safety training.

2.2 Online safety training may use web data base to record training.

References: California Administrative Code, Title 8, General Industry Safety Orders 6003.