



MENDOCINO COUNTY LOCKOUT – TAGOUT POLICY

ADOPTED: Board of Supervisors – July 24, 2001
PREPARED BY: Risk Management Division

MENDOCINO COUNTY LOCKOUT TAGOUT POLICY

COUNTY OF MENDOCINO

LOCKOUT/TAGOUT POLICIES AND PROCEDURES

PURPOSE:

The lockout/tagout procedure is a formal communication system to assure those who are servicing equipment are protected from inadvertent operation of the equipment. The process shall be used in all situations involving isolating, immobilizing, depressurizing or deenergizing valves, piping, vessels, instruments, motors or switchgear or other electrical equipment. The lockout/tagout procedure does not assure that it is out of service and isolated or deenergized.

RESPONSIBILITIES:

Implementation of the lockout/tagout procedure and enforcement of its provisions is the responsibility of the operations supervisor. It is a further responsibility of operations supervision to ensure that all personnel are informed and trained in the application of the procedure. Each individual working on equipment covered by this procedure has the responsibility of conforming to the applicable provisions.

Procedure:

1. Notify all affected employees you will be locking out a piece of equipment and let them know the reason why. A lockout/tagout checklist form shall be utilized to assure all sources of energy are isolated. The completed lockout/tagout checklist must be retained in the lockout/tagout center as long as the equipment is down for service and/or maintenance.
2. Standard shutdown: If the machine or equipment is operating, shut it down by the normal stopping procedures (depress stop button, open toggle switch).
3. Disconnect: Shut off the main electrical breaker switch, valve, or other energy-isolating device so that the equipment is isolated from its energy source.
4. Stored Energy Release: (Such as elevated platforms, car lifts, hydraulic systems, and air, gas, steam, or water pressure). Must be dissipated or restrained by methods such as repositioning, blocking or bleeding down.
5. Padlock the electrical box or other locking device to lock out the energy isolating equipment with identified padlocks.
6. Electrical devices which can be unplugged from the wall outlet such as coffee pots can be locked out by placing a lockable cover over the electrical plug while repairs are made.
7. Lockout/Tagout Assurance Tests: After ensuring no personnel are exposed, and the main breaker or other energy source is disconnected, operate the push button or other normal operating control to make certain the equipment will not operate.

CAUTION: Return operating control to "neutral or off" position after the test and before performing service or maintenance.

8. The equipment is now locked out.

No person may remove another person's lock without specific instructions from the operations supervisor and then only after following these procedures:

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- A. Verify the authorized employee who applied the lock is not at the facility.
- B. Ensure all reasonable efforts to contact the authorized employee to inform them of the lock removal.
- C. Ensure the authorized employee has been told the lockout device has been removed before the employee returns to work.

Restoring Machines or Equipment to Normal Operations:

1. After all servicing and/or maintenance is completed and equipment is ready for normal operations, check the area around the machine or equipment to ensure that no one is exposed.
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 devices, turn on the electrical breaker or other energy isolating devices to restore energy to the machine or equipment.

Shift Personnel Changes:

Continuity of protection shall be maintained by observing the following:

1. Oncoming employees shall affix a lockout device and receive a status report of the repair/maintenance in progress prior to removal of the lockout device by the outgoing shift.

Examples of equipment which should be locked out when any part of the body is in a danger zone for servicing and/or maintenance are as follows:

- A. Coffee pot/microwave - unplug from wall socket and lockout.
- B. Stationary equipment (Compressors/Trash Compactors)- lockout electrical, disconnect box or tagout circuit breaker box that controls equipment.
- C. Automobiles - place a lockout "Do Not Operate" tag on the steering wheel or other major control handle for repair.

Enforcement:

The Safety Officer will conduct annual inspections and periodic spot checks during the year to make sure the lockout/tagout process is being carried out.

Failure to follow the written procedure will be considered a serious infraction of County Policy, due to the nature of the exposure.

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LOCKOUT / TAGOUT CHECKLIST

1. **Employee Notification**

I Have notified all affected employees that a lockout is required for this piece of equipment.

Date: _____ Time: _____ Signature: _____

2. **Shutdown**

I understand why, after following normal procedures, the equipment is to be shutdown.

Date: _____ Time: _____ Signature: _____

3. **Disconnection of Power Source**

I have checked all operating switches, valves, or other energy isolating devices so that each energy source has been shut off or isolated from the equipment. I have released or restrained by methods such as (grounding, repositioning, capacitors, spring elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam or water pressure).

Date: _____ Time: _____ Signature: _____

4. **Lockout**

I have locked out or tagged out the energy isolating devices (switches or valves) with locks and/or tags designated for this purpose.

Date: _____ Time: _____ Signature: _____

5. **Safety Double Check**

After ensuring that no employees are exposed, and as a check on having disconnected all energy sources, I have operated the start button or other normal operating control to make certain that the equipment will not operate, and returned the operating control to neutral or off.

THE EQUIPMENT IS NOW LOCKED OUT