

01000S03-Energy Lock Out/Tag Out

PURPOSE:

To ensure that machines and equipment are isolated from potentially hazardous energy, whether it is steam, electrical, or gas. Locked out or tagged out must occur before employees perform service, maintenance, or renovation. This is important where unexpected start-up could cause personal injury.

POLICY:

All equipment shall be locked out where possible. If such control is not possible, equipment must be tagged out to protect against possible operation. In all instances, equipment shall be made inoperable where such operation could cause personal injury. Employees must not attempt to operate any switch, valve, or source of energy which is locked or tagged out by another craftsman.

PROCEDURE:

1. When working on systems which could accidentally be activated, the craftsman will lock out or tag out the system by use of a safety lock out device and padlock made available to each craftsman. In addition, a tag shall be used to identify the purpose of the shut down, names of the employees involved, the date removed from service, and when it may operate again.
2. If more than one source of energy (electrical, steam, or mechanical) is present, all such sources must be locked out or tagged out. Special procedures must be followed to ensure that equipment is disconnected from the energy management system and/or the emergency generator that may start or energize the equipment.
3. A lock out is preferred but a tag out is an acceptable means of protection on systems which are less hazardous or impractical to lock out. An example of less hazardous is a device, if started accidentally, would not cause personal injury and simply would startle someone.
4. If the source is electrical, such as a circuit breaker in a panel, the load side conductor shall be removed from the breaker with a tag tied to the breaker as noted in step 1.
5. If more than one craftsman is involved in the repair/renovation, each person shall install a lock and/or tag to the equipment being repaired/renovated. An employee may not use the tag or lock of another employee. The employees supervisor shall have the only duplicate key and is the only other person authorized to remove a lock or tag of his employees.
6. When the equipment has been de-energized, the craftsman, after ensuring that no personnel are exposed to danger, shall test the equipment to determine if the energy source is indeed isolated. Further tests with a meter will verify if electrical energy has been successfully disconnected. (The employee must verify that the meter is functional.) If working on hydraulic systems or devices with springs for example, appropriate blocking shall be used to prevent accidental injury.
7. After servicing, renovation, or maintenance is complete, the area must be checked for tools, parts, guards, if removed, must be installed, and assurance that no personnel are in danger zone. Then the lock out or tag out will be removed by the same employee(s) who initially locked it out so energy may be restored to the equipment.
8. If employee who locked out or tagged out the equipment is unavailable, the supervisor may remove the lock out/tag out if the following conditions are met:
 - a. Verification that the authorized employee who applied the device is not at the Medical Center and/or has left for the day.
 - b. Make a reasonable effort to reach the authorized employee.
 - c. Inform the employee that the lock out/tag out was removed before he/she resumes work when they return.
9. Employee authorized to use lock out/tag out shall be in-serviced at least annually about the purpose of this policy and ensure that the employee understands usage of the process involved. In addition, the training shall be documented.

Outside contractors working at the Medical Center are required to follow the policy or provide a similar policy that is in compliance with the OSHA regulations. Under no circumstances are outside contractors authorized to remove any Medical Center lock out/tagout device nor are they allowed to energize a lock out/tagged out system.