
Policy:

No work will be done on any machine or electrical circuit until it is brought to the "zero energy state." Service control devices to terminated equipment will be identified and locked.

Prevailing Code and Standards:

National Safety Council

Procedure:

I. ELECTRIC POWER:

- A. Notify operator or user of equipment that it is out of service.
- B. Turn off electric power and place lockout device or tag through power handle and flanges on the box so switch can not be turned on.
 1. Each mechanic will use a lockout device or tag which carries his personal identification. Equipment involving multiple workers will require a lock or tag from each worker. In lieu of multiple locks a single lock or tag installed by the responsible supervisor and labeled with all involved workers may be used.
 2. Place "Work Going On" sign on controls.
 3. Remove individual locks or tags when individual completes his work or is reassigned to another area or task. If using a Foreman lock, workers will sign on and off as they leave project.
 4. Last person removing a lock or tag is to notify operator that machine is ready to go back in service and restore power.
- C. In the event work must be performed on "live" or "hot" equipment, work shall be done only by qualified technicians after securing permission from his Supervisor.

II. CONTROL, SUPPLY AND RETURN VALVES:

- A. Use same lockout procedure as for electric power.
- B. Electric power and control valves must both be locked out.

III. TERMINATED SERVICE:

- A. Electrical breakers and panels no longer in service shall be tagged and rendered incapable of providing energy to a remote location.
- B. Control and supply and return valves to terminated or removed equipment shall be locked and tagged to prevent unplanned restoration of services.

IV. A LOCKOUT/TAGOUT INSERVICE IS PERFORMED ANNUALLY

V. DISCIPLINARY ACTION:

Catastrophic accidents to people or equipment is possible when these procedures are not followed. Discipline will be appropriate to nature of the procedural infraction and resulting injury or damage.