**Copper Mountain College**

Copper Mountain Community College District

## I. Purpose

a. This procedure establishes the minimum requirements for Lock Out Tag Out of energy sources that could cause injury to personnel.

b. All employees shall comply with the procedure.

## II. Responsibility

a. The responsibility for seeing that this procedure is followed is binding upon all employees.

b. All employees shall be instructed in the safety significance of the Lock Out Tag Out procedure by the Supervisor Maintenance and Operations.

c. Each new or transferred affected employee shall be instructed by the Supervisor Maintenance and Operations in the purpose and use of the Lock Out Tag Out procedure.

## III. Preparation for Lockout

a. Employees authorized to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out.

b. More than one energy source (electrical, mechanical, or others) may be involved.

c. The employees shall clear any questionable identification of sources with their immediate supervisor.

d. Before Lock Out Tag Out commences, job authorization should be obtained.

## IV. Sequence of Lockout Procedure

a. Notify all affected employees that a Lock Out Tag Out is required and the reason therefore.

b. If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).

c. Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, and other) is disconnected or isolated from the equipment.

d. Stored energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, or bleeding down.

e. Lock Out Tag Out energy isolating devices shall be used with an assigned individual lock.

f. 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.

g. CAUTION: return operating controls to neutral position after the test.

h. The equipment is now locked out.

## V. Restoring Equipment to Service

a. When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.

b. When equipment is clear, remove all locks and or tags. The energy isolating devices may be operated to restore energy to equipment.

## VI. Procedure Involving More Than One Person

a. In the preceding steps, if more than one individual is required to Lock Out Tag Out equipment, each shall place his/her own personal lock on the energy isolating device(s).

b. One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew.

c. In such cases, it may be the responsibility of the individual to carry out all steps of the Lock Out Tag Out procedure and inform the crew when it is safe to work on the equipment.

d. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

## VII. Rules for Using Lockout Procedure

a. All equipment shall be Locked Out Tagged Out to protect against accidental or inadvertent operation when such operation could cause injury to personnel.

b. Do not attempt to operate any switch, valve, or other energy-isolating device bearing a lock.