

Muskogee Public Schools

Lockout / Tagout Program

The lockout/tagout (LOTO) standard applies to general industry employment and covers the servicing and maintenance of machines and equipment in which the unexpected start-up or the release of stored energy could cause injury to employees. If hazards can be controlled by unplugging the equipment from the energy source and the plug is under the exclusive control of the employee performing the service and/or maintenance the standard does not apply.

An example of a statement of LOTO requirements follows:

During servicing or other maintenance operations of machines or equipment which can-not be unplugged or where there is the potential for stored energy which might be released during such work there are specific procedures which must be followed. Workers engaged in these operations are covered by this program when any of the following conditions occur:

The employee must either remove or bypass machine guards or other safety devices resulting in exposure to hazards at the point of operations;

The employee is required to place any part of his or her body in contact with the point of operation of the operational machine or piece of equipment; or

The employee is required to place any part of his or her body into a danger zone associated with a machine operating cycle.

LOCKOUT/TAGOUT PROCEDURES

Lockout/Tagout procedures are designed to isolate or shut off machines and equipment from their power source prior to employees performing any servicing or maintenance work.

OSHA has put into effect a rule for installation of locks to guarantee that power to machinery is cut off during maintenance and repair. It also requires training and annual retraining for all workers, plus annual training for workers exposed to moving machinery. The Director of Maintenance shall implement and update the written Lockout/Tagout program.

The purpose of the Lockout /Tagout Program is to reduce occupational exposure to Energy. The Lockout / Tagout Program is designed to assist employees in procedures in making sure all stored energy sources have been neutralized. All procedures in the plan must be followed at all times.

Know what types of energy the machine uses. Identify its potential hazards. Find the switches, valves, or other devices that control energy and need to be locked out.

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Installation of lockout/tagout devices:

- 1. Prepare for shut down:**
- 2. Let affected employees know:**
Let all employees who will be affected know that the equipment is going to be shut down. This is to prevent them from turning the equipment back on during shut down.
- 3. Turn off:**
Turn off all energy sources to the piece of equipment or machine.
- 4. Locate and Isolate**
All energy sources must be located and isolated. Get rid of any stored energy, as in springs, hydraulic systems, or air pressure. You may have to block, bleed, vent, etc. too be sure there's nothing left to move a machine part.
- 5. Lock out switches**
Lock out the switches or other energy control devices. Attach a lock that holds them in an "off" or "safe" position.
- 6. Test the operating controls**
Be sure that no one is close enough to get hurt. Put all controls in the "on" position. Make sure the power doesn't go on and the equipment won't operate.
- 7. Put operating controls back in the "off" or "safe" position.**
- 8. Test the circuits**
Test the circuits and electrical parts of the equipment to be sure that all sources of energy have been eliminated.
- 9. Perform necessary service or repairs.**

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Removal of lockout/tagout devices

1. Make sure all employees are a safe distance from equipment.
2. Remove tools from machine or equipment.
3. Reinstall/machine guards.
4. Remove lockout / Tagout devices.
5. Turn on energy.
6. Notify all affected employees that the machines are working again.

Precautions using lockout/ tagouts

1. Never remove someone elses lock or tag unless the individual is present.
2. Make sure the lock out devices are appropriate for the task.
3. Tags must be legible and understandable to other employees.
4. Lock out equipment tags evoke a false sense of security.
5. Only one key per lock, other key must be maintained by supervisor.

Lockout procedures should be followed when making the following repairs

<u>H.V.A.C. equipment</u>	<u>Replacement of any electrical gear</u>
<u>Replacement of ballast</u>	<u>Replacement of electrical outlets</u>
<u>Replacement of swithes</u>	<u>When making additions to electrical circuits</u>