Lockout/Tagout Policy
University of Wisconsin-Platteville
Reviewed 4/2016

This written program complies with OSHA regulations codifies as 29 CFR 1910.147 [The control of Hazardous energy (lockout/tagout)]. The program applies to all machines and equipment on the UW-Platteville campus where the unexpected start up or release of stored energy could cause injury to employees. This policy establishes the minimum requirements for safely isolating potentially hazardous energy sources. It shall be followed to ensure that machines or equipment are isolated from all potentially hazardous energy before employees perform service or maintenance activities where there may be an unexpected energization, start-up, or release of stored energy.

Definitions

**Affected person:** any person whose job requires that he/she operates or uses a piece of equipment on which maintenance or service is being performed; or whose job requires that he/she works in the area of the equipment; or any person in close proximity to the equipment.

**Energy Isolating Device:** A mechanical device that physically prevents the transmission or release of energy.

**Lockout:** Placement of a lockout device on an energy-isolating device to ensure that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**Qualified Person:** A worker who has demonstrated by experience or training that he/she understands the operation of the equipment and can safely service or repair the equipment.

**Tagout:** Placement of a tag on an energy-isolating device to indicate that the energy-isolating device and the equipment controlled must not be operated until the tag is removed.

**Tagout device:** A prominent warning device, such as an attached tag, that can be securely fastened to an energy-isolating device to indicate that the equipment may not be operated until the tag is removed.

**General Requirements**

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device where it is locked or tagged out. Authorized employees of the University will be issued locks and equipment on an individual basis and will be accountable for the equipment and appropriate usage.

Lockout is always the preferred method of isolating machines or equipment from energy sources. However, when equipment is not capable of being locked out, proper tags may be

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utilized with nylon/plastic lock-stra PS. The straps will be destroyed upon completion of the project and reactivation of the equipment.

Responsibilities

A. Safety and Risk Management
   a. Offer training to authorized employees
   b. Offer departments and authorized employees consultation on safe procedures and policy requirements.
   c. Develop, maintain and review the LOTO Policy and provide applicable departments with updated copies
   d. Review energy isolation shut down and re-energizing procedures that have been developed and submitted by each department.

B. Supervisors
   a. Ensure that authorized employees follow safe LOTO procedures that are consistent with this policy
   b. Identify employees who need LOTO safety training, schedule the training and ensure that their employees are in attendance.
   c. Ensure and enforce necessary lockout procedures for their staff.
   d. Develop and maintain safe shut down procedures on each piece of equipment or machine that their employees are expected to service or maintain.
   e. Conduct annual reviews of their department’s compliance with this policy
   f. Notify affected employees of LOTO procedures that are going to take place in their work area

C. Employees
   a. Attend training which is designed to instruct them on safe LOTO procedures
   b. Comply with this policy and the specific shut down procedures.
   c. Upon observation of a machine or piece of equipment that is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine.
   d. Notify their supervisor when they have any questions about isolating energy sources safely, have observed non-compliance activities or when problems are identifies with equipment or LOTO devices.

D. Administrators who hire or oversee contracted projects
   a. Communicate this policy to contractors of the University whose type of job necessitates performing LOTO procedures

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b. Review shut down procedures that have been developed by contractors if shut down procedures have not been developed or are not available by the University.

c. Attend LOTO training so that they are familiar with University policy and procedures.

E. Contractors and subcontractors

a. Comply with all provisions of the University’s LOTO policy. Copies of this policy will be provided by the Office of Safety and Risk Management upon request.

b. Ensure that his or her employees are appropriately trained and authorized.

c. Comply with any shut down procedures that have been developed by the University for each machine or piece of equipment that the contractor must service or maintain or other such project where energy sources are present. When shut down procedures are not available from the University, the contractor shall develop and provide the University with their own shut down procedures for that machine or piece of equipment or project. The shut down procedures shall be submitted for approval to the Facilities Operations contact or the departmental administrator responsible for the project.

Guidelines for shut down and re-energizing procedures

Energy isolation shut down and re-energizing procedures shall be established by each department who has employees that perform LOTO duties. The procedures shall be established for all applicable machines or pieces of equipment or projects where energy isolation is required. The procedures shall be consistent with the following criteria.

1. Preparation for LOTO system procedure

   The authorized employee will survey the area, identify all isolating devices and determine which switch(s), valve(s) or other energy isolating devices need to be locked or tagged out. The procedures shall be consistent with those developed by the authorized employee’s department. More than one energy source (electrical, mechanical, or others) may be involved. Always use a lock rather than a tag when possible to lock the energy source(s) out.

2. Sequence of LOTO system Procedure

   1. The authorized employee will notify all affected employees that a lockout or tagout system is going to be utilized and the reason therefore. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and understand the hazards associated with it.

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2. If the machine or equipment is operating, it will be shut down by the normal stopping procedure.
3. The authorized employee will operate the switch, valve, or the energy isolating device(s) so that the equipment is isolated from its energy source(s).
4. All electrical equipment isolation will be verified with electrical meter testing. Stored energy (such as the in springs, elevated machine members, rotating flywheels, hydraulic systems, air, gas, steam, water pressure, etc) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
5. Lockout or tagout the energy isolating devices with authorized and assigned individual lock(s) or tag(s). Additionally, all other safety methods or procedures shall be indicated on the standard lockout tag.
6. The authorized employee shall check to ensure that no personnel are exposed.
7. The authorized employee shall operate the switch or the normal operating controls to make certain that the equipment will not operate and ensure disconnections.
8. The authorized employee will then return operating controls to the “neutral” or “off” position after the test.
9. The equipment is now locked out or tagged out for servicing or maintenance.

3. Restoring Machines and equipment to normal operations
   1. After the service or maintenance is complete and equipment is ready for normal operations, the authorized employee will survey the area around the machines 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, the authorized employee may remove all lockout or tagout devices.
   3. The authorized employee shall operate the energy isolating devices to restore energy to the machine or equipment.

4. Group LOTO
   In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lock or tag on the energy isolating control device(s). When an energy isolating control device cannot accept multiple locks or tags, a multiple lockout or tagout device may be used. A single lock may be used to lockout the machine or equipment if the key is placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her lock to secure the box or cabinet.

5. Locks and keys

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There shall be no master key which can be used to open anyone’s lock. Likewise, there shall not be more than one accessible key for each individual’s lock.

6. Shift Changes
Isolation of energy sources must be continued through shift and personnel changes. If the departing employee does not complete servicing or maintenance and return the equipment to service before leaving and the work must continue into the next shift, the locking devices of the departing employee(s) must be replaced with the locking devices of the arriving employee(s). Retesting of the equipment is not required if the lock changes are immediate.

7. Supervisor removal of locks
Under certain circumstances, it may be necessary to remove a lock left in place by an employee who has departed the building. This shall be done only by the employee’s immediate supervisor using the following procedures:

- Before the lock is removed, a thorough inspection of the equipment will be made by the supervisor responsible for the area.
- The supervisor must confirm that the authorized employee who applied the lockout device is not at the facility.
- The supervisor shall remove the lock providing he/she has determined starting up the equipment will not endanger other personnel.
- The supervisor shall make a reasonable effort to contact the employee who originally applied the lock to inform him/her that the device has been removed. This contact is necessary so that the affected employee would be informed that this has occurred prior to resuming work at this facility.
- Each time it is necessary to remove/cut a safety lock; a written report shall be prepared by the authorized to remove the lock and a copy to be sent to the Risk Management Officer.

Lockout/Tagout Devices
UW-Platteville maintenance employees shall have available a supply of locks, tags, fasteners, or other hardware for isolating, securing or blocking of machines or equipment from energy sources. The devices shall be marked and identified as energy control devices and shall not be used for any other purpose. Energy control devices will be standardized through color, shape, or size. Each LOTO device shall clearly identify the employee using the device(s).

Work not covered by this Policy

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Minor tool changes and adjustments and other minor service activities that take place during normal operations if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternate measures that provide effective protection. (i.e. changing a drill bit on a drill press)

Work on electrical equipment that is connected by a cord and plug where the hazard of the equipment being accidentally turned on or releasing stored energy is eliminated by unplugging the equipment. The person working on the equipment must have exclusive control over the plug.

**Employee Training**

Training shall be provided to all employees who may be required to use lockout and tagout procedures. The training shall cover the following topics as mandated in 29 CFR 1910.147:

- Types of energy sources anticipated
- Methods of energy isolation and control
- Purpose and use of energy control procedures
- Limitations of tagout

Retraining will be provided any time potential energy sources change or deviations are noted in techniques and procedures used by trained employees that do not comply with previously taught methods. A roster of employees attending training sessions will be maintained and contain attendee signatures, attendance dates, and the content of the training program.

**Periodic Inspections**

At a minimum, inspections of compliance with this program by staff will be conducted. Compliance inspections will be conducted randomly by the Office of Safety and Risk Management on tasks with known lockout and tagout needs.

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