

**GRANTS PASS SCHOOL DISTRICT #7  
LOCKOUT/TAGOUT PROGRAM  
PRINT SHOP**

Grants Pass School District #7 has established this lockout/tagout procedure to provide the maximum protection to our employees whenever they must isolate machines or equipment from energy sources and to prevent unexpected energization, start-up or release of stored energy that could cause them injury. This procedure shall be used by all employees assigned to service or maintain our equipment in order to ensure that the machines or equipment are isolated from all potentially hazardous energy and locked out or tagged out before they perform any of the servicing or maintenance activities.

**EQUIPMENT IDENTIFICATION**

Grants Pass School District #7 has identified the following equipment at the Print Shop to be included in the lockout/tagout program:

**Air Ventilation; Hole Driller**

Each of these pieces of equipment must be locked out or tagged whenever they must be serviced or require maintenance.

If you are responsible for lockout/tagout as a District 7 employee, you will receive special training on how to effectively utilize lockout/tagout. It is your responsibility as a trained employee to follow this procedure. You will also be provided with your own lock, tag and key. No other person shall be allowed access to your key or your lock. No one is allowed to remove your lock except yourself.

**PERIODIC INSPECTION**

Grants Pass School District #7 has designated the **administrator/supervisor** at each location the responsibility of ensuring that the provisions of the District's Lockout/Tagout Program are being followed. These periodic inspections or visual audits will be announced and carried out during the lockout/tagout process. We shall also make written record of these inspections and the findings of these inspections will be kept in the safety officer's office.

**CONTRACTORS**

When we hire outside contractors to come into our facility to work on our machines and equipment, their activities may create hazards which normally are not present to our regular employees. A copy of our procedures will be given to that contractor and a mutually agreed upon procedure established concerning lockout/tagout devices will be used to protect our employees and the contractor's workers.

This coordination will help to ensure that all of our employees know what kind of work is to be performed, where and when it is to be performed, and how they are being protected.

All of our equipment shall be locked out or tagged out to protect against accidental or inadvertent operations when a start-up of that equipment could cause injury to any of our employees.

### **RESPONSIBILITY**

The following employees have been selected to carry out our lockout/tagout procedure.

<b><u>Name</u></b>	<b><u>Job Title</u></b>	
<b>James Lowe</b>	Maintenance Supervisor	Authorized Employee
<b>Nate Olsen</b>	Maintenance Supervisor	Authorized Employee
<b>Don Clark</b>	Maintenance Department	Alternate Authorized Employee

These authorized employees who are responsible for the lockout/tagout procedure shall receive specialized training in the use of the lockout/tagout procedures.

Those employees who are affected by our lockout/tagout program shall also receive instruction about the significance of the lockout/tagout procedure. Each new or transferred affected employee shall receive the same type of instructions.

### **PREPARATION FOR LOCKOUT OR TAGOUT**

Grants Pass School District #7 has surveyed our facility and identified all of the isolating devices such as switched, or electrical circuits that must be locked or tagged out. Since some of our pieces of equipment have more than one type of energy source that must be isolated (electrical, mechanical or hydraulic), the following lists the specific piece of equipment followed by the type of energy source, and the location of the energy isolating means.

### **EQUIPMENT TYPE AND ENERGY SOURCE LOCATION OF ISOLATING MEANS**

### **SEQUENCE FOR A LOCKOUT OR TAGOUT SYSTEM PROCEDURE**

The lockout procedure must be conducted in the following manner. No deviations will be tolerated.

- 1). The authorized employee shall notify the affected employees that our lockout/tagout system is going to be utilized.
- 2). If a particular piece of equipment is operating, it must be shut down by normal stopping procedure (by depressing the stop button or opening the toggle switch).
- 3). The authorized employee must operate the switch, valve or other energy-isolating device to make sure the equipment is isolated from its source. Stored energy, such

as the energy found in springs, rotating fly wheels, hydraulic systems or compressed air or gas lines, must be dissipated or restrained by either repositioning, blocking or bleeding down,.

- 4). The authorized person shall lock out and tag out the energy isolating device of the equipment or machines with their individual assigned lock.
- 5). After ensuring that no personnel are exposed, the authorized person shall complete another check to make sure that all of the energy sources have been disconnected.

The authorized person should then once again operate the push button or other operating controls to make certain the equipment will not operate. **(CAUTION: Return operating controls to neutral or off position after test.)** For equipment that cannot be locked out, a tag will be used in those cases. The tagout device must be attached on or as close as possible to the energy-isolating device. The tag must clearly indicate that the operation of the energy isolating device from the safe or off position is prohibited.

#### **EQUIPMENT TESTING UNDER LOCKOUT/TAGOUT**

At times some of our equipment must be tested while we are doing maintenance or repair. The following procedure must be followed under those conditions:

- 1). Clear the machine or equipment of all tools and materials that are non-essential items.
- 2). Make sure that all of the employees are clear of the machine or equipment and notify them that the machine will be energized.
- 3). The authorized employee shall remove the lock.
- 4). Energize and proceed with the testing or positioning.
- 5). De-energize all systems and complete the shut down procedures before continuing any maintenance or service.

#### **REMOVAL OF LOCKOUT OR TAGOUT DEVICES**

When the authorized employee has completed his/her work, then the lockout device or tag can be removed. The following procedure will be followed during that process:

Once again, the authorized employee shall inspect the work area to make sure that all of their tools have been removed from the machine. Notify all affected persons that the equipment is to be restarted.

The authorized employee is the only person who shall remove the lockout or tagout device.

In the event the authorized employee (James Lowe/Nate Olsen) is unavailable, the alternate authorized employee (Don Clark) will assume responsibility.

## **LOCKS AND TAGS**

Grants Pass School District #7 has decided that all locks used in the Lockout/Tagout Program will be a uniform color. Each authorized employee has been assigned their own lock and tag, and their names have been placed on those locks. The locks have been selected for their durability to withstand all of the various types of environments in which they might be used.

It is the responsibility of each and every authorized employee who has been assigned a lock, to assure that the locks are not misused. If the locks become damaged in any way, immediately seek a replacement lock.

Our tagout devices are also of uniform size and shape and when applied, they must contain a date of application, the name of the authorized worker, the equipment that is being de-energized, and the name of the supervisor in charge. Each of our tagout devices also has a generic warning on it, such as "**DO NOT START**" and "**DO NOT ENERGIZE**".

This plan will be monitored by the Safety Officer to ensure the effectiveness of the plan.