Simi Valley Unified School District
Maintenance & Operations
ENERGY CONTROL PROCEDURE
(Lockout/Tag Out)

Revised 11-04-2014

PURPOSE

This procedure establishes the minimum requirements for control of hazardous energy sources that could cause injury to personnel or property. All employees shall comply with the procedure.

RESPONSIBILITY

The responsibility for seeing that this procedure is followed is binding upon all employees. All employees shall be instructed in the safety significance of the lockout procedure by Maintenance Manager or designee. Each new or transferred affected employee shall be instructed by Maintenance Manager or designee in the purpose and use of the lockout procedure.

PREPARATION FOR LOCKOUT

Employees authorized to perform lockout shall be certain as to which switch, valve, and/or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. The employees shall clear any questionable identification of sources with their supervisors. Before lockout commences, job authorization should be obtained.

SEQUENCE OF LOCKOUT PROCEDURE

1. Notify all affected employees that a lockout is required and the reason therefore.
2. If the equipment is operating, shut it down by the normal stopping procedure (such as: depress stop button, open toggle switch).
3. 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. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or regained by methods such as grounding, repositioning, blocking, bleeding down.
4. Lockout energy isolating devices with an assigned individual lock and appropriate tag. An example is a "Do Not Operate" or "Do Not Connect" tag with attaching persons name and phone number on it shall be interlocked with the lockout device.
5. After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, test using a meter or operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.
6. The equipment is now locked out.
7. If more than one individual is required to lock out equipment, each shall place his/her own personal lock and tag on the energy isolating device(s).

RESTORING EQUIPMENT TO SERVICE

1. When the job is complete and equipment is ready for testing, or normal service, the parties involved in the tagging out shall assure that all involved are notified and are in the clear before energy is restored.
2. When all are notified and are in the clear, the person who installed the tag(s) and lock(s) shall remove their tags(s) and lock(s). The energy isolating devices may be operated to restore energy to equipment.
3. The Maintenance Manager may, in an emergency, with his/her designee restore energy to a locked out piece of equipment. But once the employee who locked out and tagged out the equipment returns to work shall be told of the status of the equipment and reason for restoring during absents.
4. At sites where there are Plant Managers a tag may be installed by the school personnel with the Plant Managers permission. This tag can in an emergency be removed by the Plant Manager or Maintenance Manager following the requirements outlined in steps one thru three (1-3) above.

RULES FOR USING LOCKOUT PROCEDURE

All equipment shall be locked 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 bearing a lock and tag. Any questions contact the person who attached the tag via the phone number on the tag.

Training -

- Affected School District employees and all supervisors will receive annual lockout/tag out training and testing on basic procedures. Initial and refresher training is to be provided so that employees will understand the procedures and purpose as well as the skills and knowledge to perform work safely. Refresher training is to be provided annually by the maintenance supervisor or designee.
- Training is the responsibility of the Maintenance Supervisor. For training requirements, refer to 29CFR, specifically 1910.147 (c)(7)(i),(i)
- Training and basic knowledge testing documentation will be maintained by the Maintenance and Operations Department of School District for audit and institutional compliance review purposes, for a minimum of three years following the close of the active fiscal year. . Training records will include an outline of topics covered, a sign in sheet of those employees attending, and copies of basic test documents if given.

Logout/Tag Out Inspection Log -

- Each maintenance group shall maintain a log record of all lockout/tag out actions. An example would be: Air Condition Mechanics, Electricians, Grounds and Plumbing etc.
- At a minimum, the log will include the following information: Initial date of Lockout/Tagout; Description of machinery or equipment being secured; Hazard/Malfunction; Date that Lockout/Tagout Removed; Comments (if any); Initials of person making log entry.

Documentation

- Maintenance Supervisor shall annually review this procedure with the Maintenance Crews Involved and make any changes as directed by OSHA or SVUSD.

Glen Newell, Maintenance Manager_____