CONTROL OF HAZARDOUS ENERGY

LOCKOUT / TAGOUT PROGRAM

General Industry Standard 29 CFR 1910.147

Prepared for:

Chester School District

Reviewed by (print name): _____

Signatu re:_____ Date: _____

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Chester School District

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CONTROL OF HAZARDOUS ENERGY
LOCKOUT / TAGOUT PROGRAM
Chester School District

PURPOSE

The **Chester School District** developed this Lockout / Tagout safety program in accordance with N.J.A.C. 12:100-11.1 Control of Hazardous Energy Sources and 29 CFR 1910.147 The Control of Hazardous Energy (Lockout / Tagout). The primary intent of this program is to protect **Chester School District** employees by establishing and implementing procedures for the effective isolation of hazardous energy and materials. The **Chester School District** shall ensure compliance with this program through training and effective supervision.

SCOPE

The practices and procedures identified in this program have been adopted by the Chester School District and shall be effectively utilized by Chester School District personnel while servicing or maintaining machines, equipment, valves, pipes and wires, including during emergency conditions, where the unexpected energization, start-up, or release of stored energy could cause injury to persons or damage to property.

DEFINITIONS

Affected Personnel An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lock-out or tag-out or whose job requires him/her to work in an area where machine or equipment servicing or maintenance is being performed.

Authorized Personnel A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

Capable of being locked out An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

Energized The state of being energized through connection to an energy source or by containing residual energy.

Energy Isolation Device A device which physically prevents the transmission or release of energy.

Energy Source Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy source, including gravitational energy.
Lockout Refers to the placing of a lock on the part of the machine that controls the energy, (e.g., switch, circuit breaker, valve, etc.) ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout Device A device utilizing a positive means, such as a lock, to hold the energy isolating device in the safe position, preventing the energizing of the equipment.

Servicing and/or Maintenance Workplace activities such as construction, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. Such activities include lubrication, cleaning or un-jamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the *unexpected* energization or start-up of the equipment or release of hazardous energy.

Tagout The physical placement of a special tag that warns of the danger of starting up the equipment. The tag has a printed warning regarding what could happen if the equipment starts up.

Tagout Device A prominent warning device, such as a printed tag, which is securely attached to the energy-isolating device to indicate that Tagout operations are ongoing and that the equipment being controlled may not be operated until the Tagout Device is removed.

RESPONSIBILITIES

DEPARTMENT DIRECTOR

The **Department Director** or their designee oversees the operation of the Lockout / Tagout Program described in this procedure and approves any revisions to this procedure.

DEPARTMENT SUPERVISOR

The **Department Supervisor(s)** assist the Department Director in implementing the procedures described in this program, provides / arranges for worker training in implementation of these procedures, and conducts periodic inspections to ensure that these procedures are being implemented in accordance with this program.

AUTHORIZED PERSONNEL

Employees designated as Authorized Personnel **(see Appendix B)** are responsible for implementing the Lockout / Tagout Program with guidance from the Department Supervisor, who is also responsible for ensuring that authorized personnel follow procedures described in this program.

Employees will be supplied with sufficient and proper locks and tags necessary to perform assigned tasks. Locks and tags will be traceable to each individual who applies them. Additional locks, tags and devices will be available through the **Director of Buildings and Grounds**.

AFFECTED PERSONEL

Chester School District Affected Personnel shall receive training prior to performing work on equipment or machine that may have Lockout / Tagout devices applied during servicing or maintenance operations. **Chester School District** employees are expected to maintain their knowledge and implement the procedures in accordance with the training provided.

CONTRACTORS

Any contractor conducting work at the **Chester School District** facility shall at a minimum be required to follow the procedures identified in this program when necessary.

The Contractor will provide a copy of his program for review including training documentation prior to beginning contracted tasks to **The Director of Buildings and Grounds** for review.

The contractor will be responsible for all Lockout / Tagout equipment for their assigned tasks and their personnel.

PROCEDURES

The procedures identified below shall be implemented by **Chester School District** personnel while servicing or maintaining machines, equipment, valves, pipes and wires, including during emergency conditions, where the unexpected energization, start-up, or release of stored energy could cause injury to persons or damage to property. All personnel are required to comply with the restrictions of and limitations imposed upon them during the use of lockout and tag-out. The authorized personnel are required to perform lockout and tag-out in accordance with the procedures identified in this program. All personnel upon observing any equipment, which is locked out and tagged out to perform servicing, or maintenance shall not attempt to start, energize, or use that machine or equipment. Failure to use this lockout and

tagout procedure or knowing attempts to use locked and tagged out equipment will result in disciplinary action.

All personnel are restricted from entering any area or commencing work on any equipment where there is potential for release of injury causing energy unless all Lockout / Tagout requirements described herein have been met.

ENERGY SOURCE INFORMATION

A survey shall be made to identify all areas and equipment requiring energy isolating devices. This listing shall be made available to all personnel who may need to lockout any energy sources. The listing shall include equipment such as machines and mechanical equipment, hoppers, grinders, circuit breakers, air, water and steam lines and related valves and material fill lines and associated valves, etc. This information shall be used to ensure that all sources of energy are made known to the person performing the Lockout / Tagout.

AUTHORIZATION OF LOCKOUT / TAGOUT DEVICES

Lockout and Tagout devices shall be of such design or quality approved by the **Department Supervisor or their designee**. The use of other or substitute devices is prohibited. Each person issued Lockout / Tagout devices (lock, warning tags, etc.) shall request replacement equipment when necessary.

SEQUENCE OF ENERGY ISOLATION

All personnel relative to the isolation of energy sources shall follow the following procedures:

1. **NOTIFICATION:** Notify all affected personnel that a Lockout / Tagout procedure is to be used, and the reason for the use of the procedure.
2. **PREPARATION FOR SHUTDOWN:** Prior to an authorized or affected employee turning off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method to control the energy.
3. **SHUT DOWN:** If the equipment is in operation, it is to be shut down in the normal manner (press STOP button, open switch, etc.)
4. **ENERGY ISOLATION:** Deactivate the energy isolation device(s) so that the machine/equipment is isolated from the energy source(s). (Open the circuit at the circuit breaker or remove the fuse, if possible)
5. **APPLY LOCKOUT / TAGOUT DEVICES:** Lock-out and tag-out the energy isolation device(s) with individually assigned lock(s). Each locked control shall be tagged with a notice indicating the presence of personnel working on or near the locked-out equipment.

NOTE: A tag-out system by itself may only be used if an energy-isolating device is not capable of being locked out.

6. **IDENTIFY AND RELEASE OR MAKE SAFE OTHER ENERGY:** Stored or residual energy (such as that in springs, elevated equipment or machinery, rotating flywheels, hydraulic, air, gas, steam pressure, etc.) must be dissipated or restrained by methods such as blocking, bleeding, repositioning, etc. Chemical hazards, such as residual materials in piping networks should be drained and isolated by locking and tagging valves.
7. **VERIFY ENERGY ISOLATION:** Operate the normal operating switch or control to ensure that equipment is properly isolated from its energy source.

   NOTE: Return Activation Control Settings to the OFF Position After the Isolation Test!!

RESTORATION TO SERVICE

1. **EQUIPMENT CHECK:** Remove non-essential items and tools and check that the machine or piece of equipment is operationally intact. Verify that the controls are in neutral. Re-install all machine guards.
2. **PERSONNEL:** Check the work area to assure that all employees have been safely positioned or removed from the area.
3. **REMOVAL OF LOCKOUTS:** Locks and tags shall be removed from the locked-out controls only by the person(s) who placed them.
4. **NOTIFICATION:** Affected personnel shall be notified after removing locks and tags and before starting equipment or machines.

TESTING OR POSITIONING OF MACHINES, EQUIPMENT OR COMPONENTS

In circumstances in which Lockout / Tagout devices must be temporarily removed from the energy isolating device and the machine or equipment need to be energized to test or position the machine, equipment, or component thereof, the following sequence of actions shall be followed:

1. Clear the machine or equipment of tools and materials and ensure that machine or equipment components are operationally intact.
2. Remove unauthorized employees from the machine or equipment area.
3. Remove the Lockout / Tagout devices. Only the authorized employee who placed the Lockout / Tagout device shall remove the device.

4. Energize only where needed and proceed with testing or positioning. Tags will remain in place.
5. De-energize all systems and re-apply energy control measures to continue the servicing and/or maintenance.

END OF SHIFT/SHIFT CHANGES

If work is extended beyond one shift, or a relief person is needed to complete work on a Lockout / Tagout set up, the work transfer must be coordinated between both parties. The arriving person/crew shall place his/their locks on the lockout device(s) before the departing person/crew removes his/theirs. The Supervisor shall inspect that the changeover is formally handled. The Supervisor shall thoroughly brief the oncoming personnel on all aspects of the work, including any installed blocking devices. Lockouts will also have to be exchanged between parties on any blocking devices that were locked in place.

FAILURE TO CLEAR A LOCKOUT

If a person should fail to clear a lockout and their lock remains in place, the Supervisor will attempt to contact by all means at their disposal the person who applied the lock and resolve the issue.

If the person cannot be contacted, the Supervisor will investigate the situation and determine that the removal of lock will not create a hazard in the workplace. The Supervisor will then verify the work area is clear, any blocking devices have been removed, and the system has been restored to the normal configuration. The Supervisor may then cut the lock off and restore energy to the system.

Only the Supervisor in charge of the process may remove the lock in the above manner and then only after verifying the crew is clear.

A written incident report will be prepared by the Supervisor stating the reason for cutting the lock and the procedure used to ensure the safety of personnel in the area. Save the tag and include in the incident report.

GROUP LOCKOUT / TAGOUT

If more than one person is required to Lockout / Tagout equipment, then a lead authorized person or the Supervisor will lockout the equipment using his designated lock. The key(s) will then be placed in a Lockout / Tagout box or cabinet, which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his/their lockout protection, that person will remove his/their lock(s) from the box or cabinet.

SUBCONTRACTORS

The Host Supervisor will be familiar with the nature of any subcontractor work at the **Chester School District** facility may involve hazardous energy and assure they follow work practices that are at least as stringent as this program.

For any Lockout / Tagout requirements, the Host Supervisor or designated authorized personnel should review and approve all subcontractor work set-up prior to any work commencing.

EMPLOYEE TRAINING

All persons, who in the course of their regular work, are involved in either the repair and maintenance of, or the operation of machinery and equipment at **Chester School District** facility shall be instructed in the safety significance of the LOCKOUT / TAGOUT procedure and in the proper use of the procedure and the equipment provided for isolating hazardous energy sources. This shall include any newly hired, transferred or assigned employee, whose activities may require presence in areas where the isolation of energy sources is necessary to the safe performance of job assignments.

Employees shall also be trained in the limitations of the tagout system for conditions that necessitate the use of tagout system only. The training at a minimum shall identify the following:

- Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
- When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
- Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective. Tags shall not be re-used. Used tags shall be kept on file for a period of one year in order to review the completeness and effectiveness of the program.
- Tags and their means of attachment must be made of materials, which will withstand the environmental conditions encountered in the workplace.
- Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
- Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

Training under this program shall be formal, recorded, and renewable on an annual basis.

ANNUAL AUTHORIZED PERSONNEL EVALUATIONS

The **Chester School District** shall conduct annual Authorized Personnel Evaluations of the energy control procedures in order to ensure that the procedure and the requirements of this program are followed.

Chester School District Authorized Personnel other than the one(s) utilizing the energy control procedure being inspected shall conduct the inspection.

The inspection shall include a written review between the inspector and each authorized and affected employee, of the employee's responsibility under the energy control procedure being inspected and the elements of this program.

The written evaluation certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection and the person conducting the inspection.

Records of all evaluation shall be maintained on file and will be used for annual program evaluation purposes.

PROGRAM EVALUATION

This Control of Hazardous Energy (Lockout / Tagout) Program shall be evaluated annually. Evaluation shall be more frequent if problems arise and/or as existing regulations change. The following elements will be considered during the review process.

1. Accident/Incident experiences
2. Adequacy of equipment selection
3. Adequacy of operational guidelines
4. Coordination with overall safety and health program
5. The adequacy of program records
6. Program costs
7. Recommendation for program improvements and modifications

The results of the program review and evaluation will be made available to employees and presented to senior management of the **Chester School District** in order to implement recommended adaptations.

APPENDIX A – LIST OF EQUIPMENT

The following is a list, including but not limited to equipment which must be locked-out / tagged-out before performing any servicing and/or maintenance work at **Chester School District**

The following table is meant to be used as general guide to be used as a sample. Always following the manufacturer guidelines for the owner's manual.

EQUIPMENT	LOCKOUT / TAGOUT PROCEDURE	RE-ENERGIZATION PROCEDURE
Hydraulic Vehicle Lifts	**ONLY AUTHORIZED MAINTENANCE CONTRACTORS WILL SERVICE THIS EQUIPMENT.**	**ONLY AUTHORIZED MAINTENANCE CONTRACTORS WILL SERVICE THIS EQUIPMENT.**
Air Compressor	**1. Turn power switch "off" 2. Turn off circuit breaker 3. Lock out/Tag out circuit breaker 4.Test for residual power 5. Close discharge valve from air compressor. 6. Install LO/TO device on air compressor discharge valve. 7. Slowly release any stored air from drain valve. 8. Install LO/TO device on drain valve, drain valve shall be LO/TO in fully open position 9. Service equipment**	**1. Ensure power switch is in "off" position 2. Remove LO/TO devices 3. Close drain valve 4. Reenergize circuit breaker 5. Open discharge valve slightly till equipment is pressurized then open valve fully. 6. Activate equipment**
Bench Grinder	**1. Put power switch in "off" position 2. Unplug unit 3. Install LO/TO device on plug 4. Release any residual energy**	**1. Ensure power switch is in "off" position 2. Remove LO/TO device from plug 3. Plug in unit 4. turn on power switch to test equipment**

EQUIPMENT	LOCKOUT / TAGOUT PROCEDURE	RE-ENERGIZATION PROCEDURE
	5. Service equipment	
Drill Press (plug in)	1. Put power switch in "off" position 2. Unplug unit 3. Install LO/TO device on plug 4. Release any residual energy 5. Service equipment	1. Ensure power switch is in "off" position 2. Remove LO/TO device from plug 3. Plug in unit 4. turn on power switch to test equipment
HVAC Equipment	ONLY CERTIFIED SERVICE PERSONNEL WILL SERVICE THIS EQUIPMENT.	ONLY CERTIFIED SERVICE PERSONNEL WILL SERVICE THIS EQUIPMENT
Motor Vehicles (Cars, Trucks and other highway vehicles)	1. Ensure motor is off and disconnect battery(s). 2. Remove key and place in secure location (LO/TO) 3.Affix Tag Out to steering wheel 4.Activate any manufacturer's safety locks (if applicable) 5. Service vehicle	1. Reconnect battery(s) 2. Obtain key from secure location 3. Start the motor 4. Test the vehicle
Electrical Panels, Lights, Fixtures and Transformers	1. Turn off power 2. Lock out/Tag out circuit breaker 3. Test for residual power 4. Service equipment	1. Ensure power switch is in "off" position 2. Remove LO/TO device 3. Reenergize circuit breaker 4. Turn on power switch

EQUIPMENT	LOCKOUT / TAGOUT PROCEDURE	RE-ENERGIZATION PROCEDURE
Electric Garage and Bay Doors	1. Turn power switch "off" 2. Turn off circuit breaker 3. Lock out/Tag out circuit breaker 4. Test for residual power 5. Service equipment	1. Ensure power switch is in "off" position 2. Remove LO/TO device 3. Reenergize circuit breaker 4. Activate equipment
Tanks and piping systems containing materials	1. Close all of the valves, excluding the drain/bleed valve, then install LO/TO device on all valves in the closed position. A valve lockout device should be attached to the hand wheel of the valve. 2. Release pressure in lines by slightly opening the drain/bleed valve(s). 3. Place the drain/bleed valve(s) in the full open position after all pressure has been released and affixes the lockout / tagout devices to the hand wheel.	1. Ensure all valves are in the closed position. 2. Ensure all employees in the immediate area have been safely positioned or removed from the work area. 3. Remove lock out/Tag out devices. 4. Close all drain/bleed valves. 5. Open one valve slightly so that the pressure builds up slowly. 6. Check tanks and lines for any leaks. 7. Open all valve completely, excluding drain/bleed valves which should remain closed. If any valves are used for throttling, the throttling valve(s) will be adjusted by the operator.
Tire Changer	1. Shut off air supply 2. Release any stored air 3. Install LO/TO device on air supply 4. Test for Energy 5. Service equipment	1. Ensure Air release is closed 2. Remove LO/TO devices 3. Connect air supply

EQUIPMENT	LOCKOUT / TAGOUT PROCEDURE	RE-ENERGIZATION PROCEDURE
Hot Water Heater (Natural Gas)	1. Shut off gas supply 2.Install LO/TO device on gas shutoff valve 3. Close cold water supply valve 4. Close hot water valve (if installed) 5. install LO/TO device on water shut off valve(s) 6. Attach a hose on the drain valve and slowly drain the water to a sanitary sewer, ensure the water is not above 180^0F. If the water is above 180^0F allow the water to cool off before draining. 7. Open a vent to allow all water to drain, If the safety relief valve is used, the safety relief valve should be replaced. 8. Service equipment	1. Ensure water vent is closed 2. Remove LO/TO devices from all valves 3. Open hot water valve slowly, if installed. 4. Open slightly the cold water supply valve. After the tank is fully pressurized open the valve completely. 5. Ensure there are no water leaks 6. Turn on gas supply 7. Ensure there are no gas leaks, by use of a gas leak detector. 8. Light the pilot as per manufacture instructions 9. Ensure the heater reached the desired water temperature.
Parts Cleaning Tank	1. Put power switch in “off” position 2. Unplug unit 3. Install LO/TO device on plug 4. Release any residual energy 5. Service equipment	1. Ensure power switch is in “off” position 2. Remove LO/TO device from plug 3. Plug in unit 4. Activate switch
Motor Oil Pump (Air)	1. Shut off air supply valve 2. Install LO/TO device on air line shut off valve(s) 3. Release any residual air pressure 4. Remove any additional stored energy	1. Remove LO/TO device from air supply valve. 2. Attach air line, if applicable 3. Activate switch

EQUIPMENT	LOCKOUT / TAGOUT PROCEDURE	RE-ENERGIZATION PROCEDURE
	5. Service equipment	
Forced Hot Air Heater (Natural Gas)	1. Shut off gas supply 2. Install LO/TO device on the gas shutoff valve 3. Shut of power supply switch 4. Turn off circuit breaker 5. Install LO/TO device on circuit breaker 6. Test for Energy 7. Service equipment	1. Ensure power switch is off. 2. Remove LO/TO devices from all valves 3. Turn on gas supply 4. Ensure there are no gas leaks, by use of a gas leak detector. 5. Remove LO/TO device from circuit breaker and close breaker. 6. Light the pilot as per manufacture instructions (if applicable) 7. Activate equipment
Portable electric hand tools	1. Put power switch in “off” position 2. Unplug unit 3. install LO/TO device on plug 4. Release any residual energy 5. Service equipment	1. Ensure power switch is in “off” position 2.Remove LO/TO device from plug 3. Plug in unit
Portable pneumatic tools	1. Turn off air supply 2. Install LO/TO device on air supply valve 3. Release air pressure from tool. 4. Disconnect air supply hose 5. Service equipment	1. Connect air supply hose. 2. Remove LO/TO device from air supply valve. 3. Slightly open air supply valve till air hose is fully pressurized, then open the valve fully. 4. Operate tool in accordance with manufacture procedures.

EQUIPMENT	LOCKOUT / TAGOUT PROCEDURE	RE-ENERGIZATION PROCEDURE
Wheel Balancer	1. Put power switch in "off" position 2. Unplug unit 3. Install LO/TO device on plug 4. Release any residual energy 5. Service equipment	1. Ensure power switch is in "off" position 2. Remove LO/TO device from plug 3. Plug in unit 4. Activate switch
Various Office Equipment (Copiers, Printers, Typewriters, Computers, Etc.)	1. Put power switch in "off" position 2. Unplug unit 3. Install LO/TO device on plug 4. Release any residual energy 5. Service equipment	1. Ensure power switch is in "off" position 2. Remove LO/TO device from plug 3. Plug in unit
Genie Personnel Lift	1. Put power switch in "off" position 2. Unplug unit 3. Install LO/TO device on plug 4. Release any residual energy 5. Service equipment	1. Ensure power switch is in "off" position 2. Remove LO/TO device from plug 3. Plug in unit
Battery Chargers (2)	1. Put power switch in "off" position 2. Unplug unit 3. Install LO/TO device on plug 4. Release any residual energy 5. Service equipment	1. Ensure power switch is in "off" position 2. Remove LO/TO device from plug 3. Plug in unit 4. Activate switch
Hydraulic press	1. Put power switch in "off" position, if equipped with electric pump 2. Unplug unit 3. Open hydraulic fluid drain valve fully. 4. Install LO/TO device on plug and valve.	1. Ensure power switch is in "off" position, if equipped 2. Remove LO/TO device(s) 3. Plug in unit, if equipped 4. Activate switch

EQUIPMENT	LOCKOUT / TAGOUT PROCEDURE	RE-ENERGIZATION PROCEDURE
	5. Service equipment	
Fans (pedestal, floor, wall and exhaust)	1. Put power switch in "off" position 2. Unplug unit 3. Install LO/TO device on plug 4. Release any residual energy 5. Service equipment	1. Ensure power switch is in "off" position 2. Remove LO/TO device from plug 3. Plug in unit 4. turn on power switch to test equipment
Brake Lathe Bench	1. Put power switch in "off" position 2. Unplug unit 3. Install LO/TO device on plug 4. Release any residual energy 5. Service equipment	1. Ensure power switch is in "off" position 2. Remove LO/TO device from plug 3. Plug in unit 4. turn on power switch to test equipment
Cool Tech 34788 A/C Recovery & Fill	1. Put power switch in "off" position 2. Unplug unit 3. Install LO/TO device on plug 4. Release any residual energy 5. Service equipment	1. Ensure power switch is in "off" position 2. Remove LO/TO device from plug 3. Plug in unit 4. turn on power switch to test equipment
Snap-On Arc Welder	1. Put power switch in "off" position 2. Unplug unit 3. Install LO/TO device on plug 4. Release any residual energy 5. Close Argon Gas Valve 6. Service equipment	1. Ensure power switch is in "off" position 2. Remove LO/TO device from plug 3. Plug in unit 4. Open Argon Gas Valve 5. Turn on power switch to test equipment

APPENDIX B - LIST OF AUTHORIZED PERSONNEL

Authorized Personnel	Job Title	Last Trained	Last Evaluation

APPENDIX C - CONTRACTOR REVIEW OF LOCKOUT / TAGOUT PROGRAM

On **Date:**_____ I received a copy of the **Chester School District** Control of Hazardous Energy (Lockout / Tagout) Program and reviewed them with the **Chester School District** representative. All work performed by personnel in our employment shall at a minimum conform to these procedures.

Contractor Name and Representative

_____

_____

Chester School District Representative

_____

_____