Control of Hazardous Energy (Lockout/Tagout) Safety Program

EOSMS–303 *Effective Date:* *yaw* *pe* *pf* *activities* *ae* *apcte* *eas* *of* *un* *dse* *ay* *col* *occu* *ca* *s* *ij* *pcte* *eas* *of* *e* *ay* *id* *st* *d* *o* *, ea* *z* *o* *, sa* *p* *eas* *of* *so* *e* *ay* *a* *d* *e* *o* *ate* *o* *o* *e* *.*

I *p* *a* *e* *as* *t* *c* *a* *s* *, ip* *, o* *ces* *es* *a* *e* *so* *, so* *d* *o* *a* *p* *o* *a* *d* *e* *ca* *o* *ta* *gged* *o* *u* *.*

I *co* *o* *o* *u* *de* *e* *gy* *is* *ive* *a* *e* *a* *s* *, a* *p* *a* *o* *s* *&* *es* *fo* *f* *o* *pe* *o* *ch* *a* *ges* *I* *s* *d* *es* *a* *p* *o* *co* *d* *g* *co* *ec* *e* *ec* *ca* *eip* *e* *a* *g* *is* *d* *h* *co* *o* *o* *f* *a* *s* *v* *ic* *g* *a* *c* *, o* *t* *ap* *(*

I *s* *d* *es* *o* *a* *o* *ca* *o* *s* *a* *d* *ac* *ivi* *es* *a* *e* *pe* *o* *co* *d* *e* *pe* *o* *u* *de* *e* *gy* *I* *co* *e* *s* *h* *a* *s* *v* *ic* *g* *a* *d* *i* *e* *a* *ce* *o* *ac* *es* *a* *d* *o* *e* *ip* *a* *d* *o* *ces* *s* *s* *d* *es* *a* *p* *o* *co* *d* *g* *co* *ec* *e* *ec* *ca* *eip* *e* *a* *g* *is* *d* *h* *co* *o* *o* *f* *a* *s* *v* *ic* *g* *a* *c* *, o* *t* *ap* *(* *g* *) o* *a* *o* *s* *S* *a* *d* *a* *e* *eip* *e* *gea* *o* *s* *a* *d* *oo* *s* *a* *e* *o* *e* *s* *a* *e* *s* *c* *o* *s* *a* *p*

I *p* *a* *co* *e* *s* *a* *fce* *ll* *a* *d* *0* *T* *3* *6* *((* *a* *ff* *,* *1* *6* *3* *6* *2* *(* *8* *e* *4* *6* *2* *e* *T* *(* *3* *6* *1* *8*

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 througe5 (o)s we5 (o)s ichoock can be affixed, or it ho a locking mechoism 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 – Connected to an energy source or containing residual or stored energy.

Energy isolating device – A mechanical device that physically prevents the transmission or release of energy including but not limited to the following: A manuallyperated electrical circuit breaker; a

4. Roles and Responsibilities

A. Environmental Health and Safety

The Environmental Health and Safety (EHS) Department is responsible for periodic evaluations of work being performed as well as determining whether work is being performed in compliance with this program. They are also responsible for:

- Providing or assisting with practical training on this program.
- Conducting an annual review of this program and reviewing and updating it as necessary.
- Assisting work units in the implementation of this program.

B. University Departments and Divisions

University departments and divisions are responsible for implementing this policy. They must develop and maintain their own proper procedures, physical training, equipment purchases. They are also responsible for providing modifications to machines and systems, where necessary.

C. Supervisors

Supervisors have the following responsibilities under KSU's lockout/tagout (LOTO) program:

- Evaluate the potential hazards of specific equipment.
- Establish a written program.
- Establish written LOTO procedures for each individual or group of similar machines in place.
- Communicate with contractors regarding the company's LOTO program and exposures.
- Train employees (authorized, affected, and other).
- Verify lock and tag application process.
- Account for new equipment and processes.
- Establish group lockout process as needed.
- Perform annual and periodic inspections, as required.
- Account for shift and personnel changes, as needed or required.

5. Traininl and pers 532373 0569 rg/TT1 PTf0 /TT3 1 Tf0 4 (cco)14.3nin T9.7 8(n)804

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energy they may be exposed to (such as electrical, mechanical, gravitational, hydraulic, pneumatic,

6. Shift/Employee Change

Specific procedures to account for shift or employee changes must ensure the continuity of LOTO protection and must include a provision for the transfer of devices. This will minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment or the release of stored energy.

7. Contractors

Contractors must be advised that KSU has and enforces the use of LOTO procedures. They will be informed o0 T17 (t)2 (r)2 -10.7 (or)w 0 .8 (s810.0[illegible]

procedure. This person must be someone other than the one performing the lockout. The inspections requirements include:

- Checking training records to verify people have been trained to the level necessary.
- Reviewing the procedure document within the last calendar year to ensure procedures are adequate, understandable, and are being followed.
- Having all employees authorized to use that procedure participate in reviewing the procedure (group meeting reviews are acceptable).
- Field checking the actual lock-out to assure the equipment is being locked out properly. The inspector and the person locking the equipment are required to participate, at a minimum.
- Asking operators how they would lock/tag equipment and verify by demonstration.
- Nothing and correcting deficiencies.

Inspections should be documented using the inspection certificate form provided with this program, or an equivalent record. Both the inspector and the person performing the LOTO must sign the assessment certificate.

If the procedure is found lacking or deficient, it must be revised and all employees who would use that procedure must be retrained to the new procedure before servicing or maintaining that equipment.

Appendix A: Lockout/Tagout Absent Employee Lock Removal Procedure

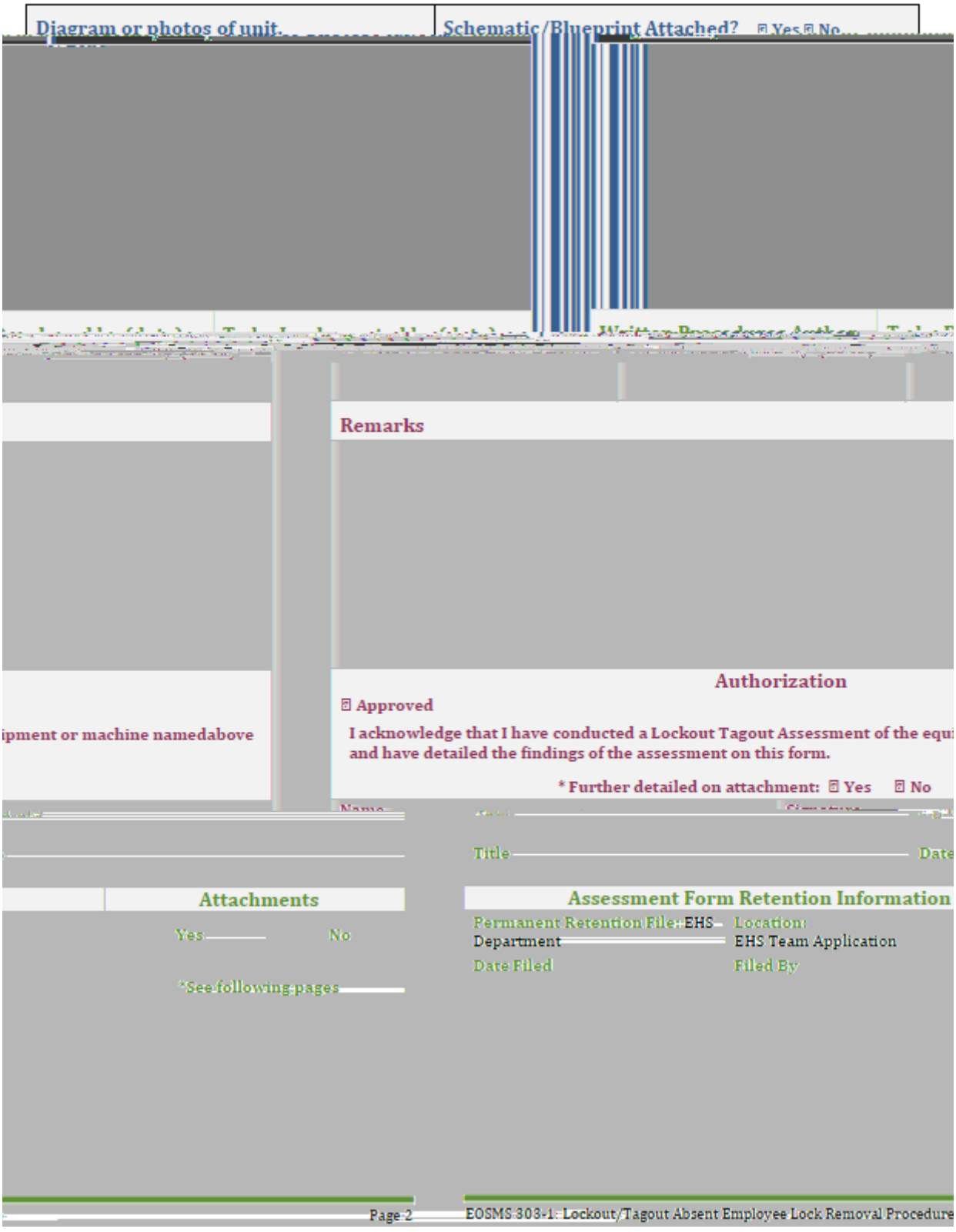
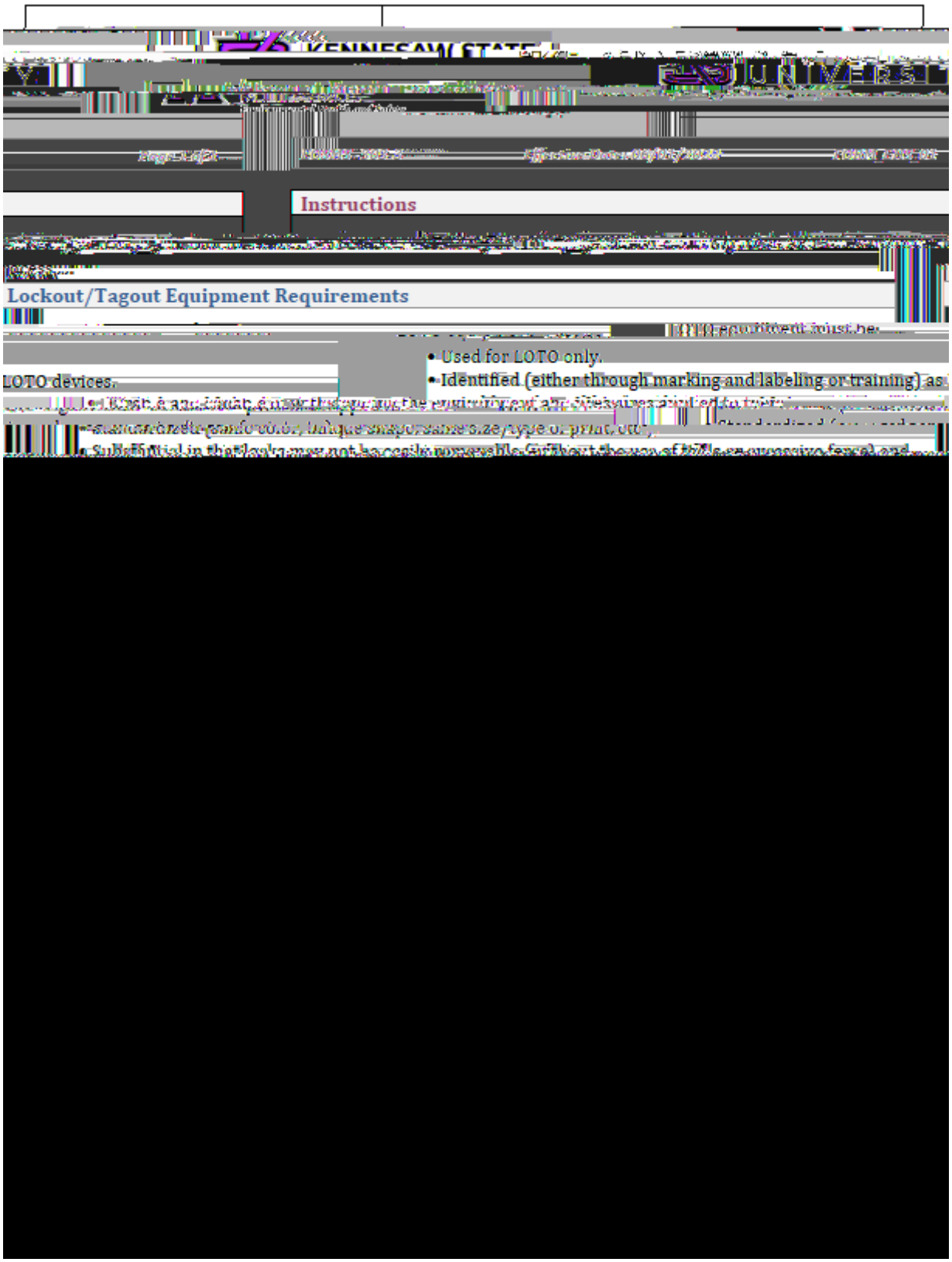
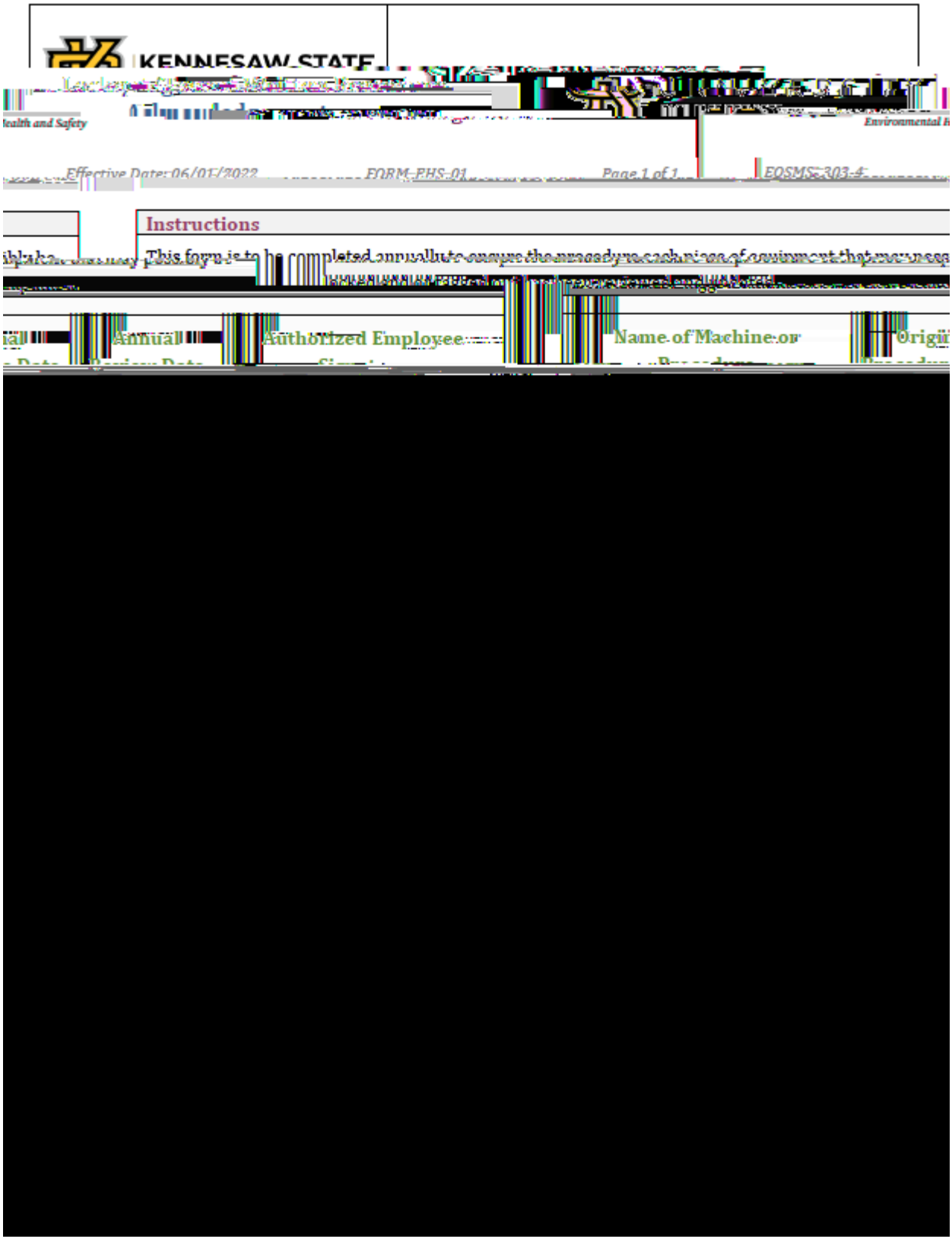


Diagram or photos of unit.
Schematic/Blueprint Attached? Yes No
Remarks
Authorization
Approved
I acknowledge that I have conducted a Lockout Tagout Assessment of the equi
and have detailed the findings of the assessment on this form.
* Further detailed on attachment: Yes No
Title
Date
Attachments
Yes
No
*See following pages
Assessment Form Retention Information
Permanent Retention File: EHS
Location:
Department
EHS Team Application
Date Filed
Filed By
Page 2
EOSMS 303-1: Lockout/Tagout Absent Employee Lock Removal Procedure

Appendix C: Lockout/Tagout Equipment List



Appendix E: Lockout/Tagout Written Procedure Acknowledgement