

**DATE:** July 31, 2023

**SUBJECT:** Control of Hazardous Energy Sources (Lockout/Tagout).



## **Salisbury University Lockout/Tagout Program**

**1. Written Program.** Salisbury University will review and evaluate this standard practice instruction on an annual basis, or when changes occur to 29 CFR 1910.147, that prompt revision of this document, or when University operational changes occur that require a revision of this document. Effective implementation of this program requires support from all levels of management within this University. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals, and objectives.

**2. General Requirements.** Salisbury University will establish lockout/tagout procedures through the use of this document. This standard practice instruction covers the servicing and maintenance of machines and equipment in which the unexpected energization or startup of the machines or equipment, or release of stored energy could cause injury to employees.

2.1. Application. This instruction applies to the control of energy during servicing and/or maintenance of machines and equipment. Normal production operations are not covered. Servicing and/or maintenance which takes place during normal production operations is covered if:

2.1.1







8.1.4 Tags shall not deteriorate when used in corrosive environments such

9.1.2





**12. Energy Isolation.** Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance.

**13. Notification of Employees.** Affected employees shall be notified of the application and removal of lockout devices or tagout devices. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment.

**14. Application of Control.** The lockout or tagout procedures shall cover the following elements and actions and shall be done in the following sequence:

14.1 Preparation for shutdown. Before an authorized or affected employee turns 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 or means to control the energy.

14.2 Machine or equipment shutdown. The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.

14.3 Machine or equipment isolation. All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

14.4 Lockout device application.

14.4.1 Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.

14.4.2 Lockout devices, where used, shall be affixed in a manner to that will hold the energy isolating devices in a "safe" or "off" position.

14.4.3 Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.

14.5 Tagout device application.

14.5.1 Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.

14.5.2 Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a

position that will be immediately obvious to anyone attempting to operate the device.

#### 14.6 Stored energy.

14.6.1 Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.

14.6.2 If there is a possibility of reaccumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

#### 14.7 Verification of isolation. Profi isL -0 0 o lo54.003 T10 (g)10 (003 Tw 0.49 0 Td [(P)-6 (ri)-

15.3.1 Verification that the authorized employee who applied the device is not at the University.

15.3.2 Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed.

15.3.3 Ensuring that the authorized employee has this knowledge before he/she resumes work. (7(u)(10)Tte [(Ve d)eEID 15 >>BDC -0.116 Tc 0.116 Tw 11.8636 -0 0

employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.

18.2 Group lockout or tagout devices shall be used in accordance with the procedures required by this instruction governing individual procedures which shall include, but not necessarily limited to, the following specific requirements:

18.2.1 Primary responsibility will be vested in an authorized employee for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock).

18.2.2 Provision for the authorized employee to ascertain the exposure status of individual group members with regard to the lockout or tagout of the machine or equipment will be made.

18.2.3 When more than one crew, craft, department, etc. is involved, assignment of overall job-associated lockout or tagout control responsibility will be vested to an authorized employee designated to coordinate affected work forces and ensure continuity of protection.

18.2.4 Each authorized employee shall affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.

**19. Shift or Personnel Changes.** Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout device protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy.

## **20. Definitions Applicable to this Instruction.**

**Affected employee** - An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

**Authorized employee** - 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 auth004 Tcc 0 (ed)20 (n,er)17 ( )TJ -0.004 Tw 0 -1.15 Td [(4Tc 0

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** - Connected to an energy source or containing residual or stored energy.  
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**Energy isolating device** - A mechanical device that physically prevents the transmission

**Setting up** - Any work performed to prepare a machine or equipment to perform its normal production operation.

**Tagout** - The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.