

Town of Meredith - Administrative Regulation

Effective Date: December 12, 2005 Regulation No: 19

Revision Date: Supersedes:

Approved By: Phillip L. Warren, Jr.

Subject: Lock Out Tag Out

I. PURPOSE

This Administrative Regulation is to establish the minimum requirements for the locking out of energy sources whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

II. POLICY

Prior to performing repairs or maintenance on any equipment, workers shall take every precaution to protect themselves and others from injury. Employees must refer to individual departmental procedure. Department Heads or their designee shall be responsible to ensure proper training is being adhered to.

III. PROCEDURE:

- Make a survey to locate and identify all isolating devices to be certain which switch(s), valve(s), or other energy isolating devices apply to the equipment to be locked/tagged out. More than one energy source (electrical, mechanical, or others) may be involved.
- Lock out the energy isolating device(s) with assigned individual lock(s), the design, purpose, and use of which the employee shall have been trained on prior to use.
- Lockout devices, where used, shall be affixed in a manner that will hold the energy isolating devices in a “safe” or “off” position.
- Tag out 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.
- 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.

Restoring Equipment to Service Procedure:

- Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- Check the work area to ensure that all employees have been safely positioned or removed from the area.
- Verify that the controls are in neutral.
- Only the individual who is working on the equipment shall be allowed to remove the lockout devices and reenergize the machine or equipment.

Phillip L. Warren, Jr.
Town Manager