

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>The Control of Hazardous Energy (Lockout/Tagout)</b>	PAGE <u>1</u> OF <u>6</u>
	NUMBER: 10-SAF-11
RULE/CODE REFERENCE: OSHA 29 CFR 1910.145	SUPERSEDES: 10-SAF-11 dated 06/06/14
RELATED ACA STANDARDS:	EFFECTIVE DATE: March 20, 2015
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to protect employees and inmates from hazards associated with the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machine or equipment, or release of stored energy could cause injury to employees or inmates. This policy establishes a minimum performance requirement for the control of hazardous energy.

**III. APPLICABILITY**

This policy applies to all inmates, staff, and all independent contractors of the Ohio Department of Rehabilitation and Correction who could be working on or near machines or equipment where the unexpected energization or startup or release of stored energy could occur. This policy applies to the control of energy during the servicing and/or maintenance of these machines and equipment.

**IV. DEFINITIONS**

**Authorized Employee** - A person who locks out or tags out machines or equipment in order to perform services or maintenance on that machine or equipment.

**Affected Employee** - A person whose job requires him/her to operate or use a machine or equipment while service or maintenance is being performed under lockout or tag-out conditions, or whose job requires him/her to work in an area when such service or maintenance is being performed.

**Lockout** - The placement of a lockout device or an energy-isolating device, in accordance with an established procedure, to ensure that the energy isolating device and the equipment cannot be operated until the lockout device is removed.

**Lockout Device** - A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent energizing of the machine or equipment including blank flanges and bolted slip binds.

**Other Employee** – Includes all employees not previously defined as Authorized or Affected and are those persons who may be required to be in areas where lockout is used from time to time.

**Service and/or Maintenance** - Workplace activities such as construction, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. This can also include lubricating, 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.

**Tag-out** - The placement of a tag-out 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 tag-out device is removed.

**Tagout Device** - A prominent warning device, such as a tag and a means of attachment that can be securely fastened to 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 tag-out device is removed.

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to comply with the safety regulations and requirements of OSHA's Control of Hazardous Energy (lockout/tag-out) 29 CFR 1910.147 and provide the mandated initial and any refresher training as required in order to equip staff with the understanding, skills, and knowledge necessary to perform their duties.

## VI. PROCEDURES

The Department of Rehabilitation and Correction is required by OSHA to enforce the use of lockout procedures. Any employee who intentionally fails to follow lockout procedures may face disciplinary action. Violation of lockout procedures shall be handled in the same manner as any other violation of safety rules, and may include reprimand, probation, suspension, or dismissal.

### A. Training

For lockout training purposes institution employees shall be divided into three groups: authorized, affected, and other employees. Each group shall receive training that meets or exceeds OSHA training requirements.

### B. Authorized Employees

Authorized Employees are the staff that actually performs machine and equipment maintenance and servicing that requires lockout. They are the only staff that will lockout machines or equipment. They shall receive the following training annually:

1. Authorized employees shall learn when lockout is and is not required.
2. Recognition of hazardous energy sources.
3. Types and amounts of hazardous energy in the workplace.
4. Methods, devices, and procedures used to control hazardous energy on institution equipment, including cord and plug connected equipment if it is to be locked out.
5. Procedures for removing lockouts and returning equipment to operation.
6. Transfer of lockout responsibilities.
7. Additional training regarding how specific lockout procedures are used on the different types of machines and equipment being utilized in the facility, the safe transfer of lockout responsibilities and, if necessary, group lockout procedures.
8. Retraining in lockout procedures whenever there is a change in job assignment(s) that expose an authorized employee to new hazards or lockout procedures; machine, equipment, or processes that present a new hazard or requires modified lockout procedures; and lockout procedures for a piece or type of machine or equipment.
9. Retraining when it becomes known that an authorized employee incorrectly performs lockout procedures, or if a periodic inspection of the lockout procedures reveals that an employee is not following Departmental or institutional lockout procedures. All training and retraining shall be documented as required by Department Policy 39-TRN-09, Training Record Keeping.
10. A list of staff and inmate workers, categorized as authorized employees, who have received training and comply with the requirements of this policy shall be maintained at all times.
11. Inmates assisting authorized employees in specific service and/or maintenance tasks shall be trained in accordance to this policy. Training of these inmates shall be conducted by the area supervisor and documented on the Inmate Training Form (DRC1953). The inmate training documentation shall be scanned to the inmate's electronic file in OnBase.

### C. **Affected Employees**

Affected Employees are staff whose job requires him/her to operate or use a machine or equipment while service or maintenance is being performed under lockout or tagout conditions, or whose job requires him/her to work in an area when such service or maintenance is being performed. Training shall be conducted during employee orientation training. They shall receive training in the following areas:

1. Learn when lockout is required and when it is not.

2. Be made aware of any special rules or prohibitions associated with outside contractor lockout procedure.
3. Retraining in lockout procedures shall be conducted by the area supervisor whenever there are changes in job assignment(s) that expose an affected employee to new hazards of lockout procedures; machines, equipment, or processes that present a new hazard or requires modified lockout procedures; lockout procedures for a piece or type of machine or equipment.
4. Retraining shall be conducted by the area supervisor when it becomes known that an affected employee is not following departmental or institutional lockout procedures. All lockout/tagout training and retraining shall be documented as required by Department Policy 39-TRN-09, Training Record Keeping.

#### **D. Other Employees**

Other Employees are those persons who may be required to be in areas where lockout is used from time to time. These employees shall be made aware of what lockout is and that they should never attempt to operate a machine or equipment that is locked out. All lockout training for other employees shall be conducted during employee orientation training and documented as required by Department Policy 39-TRN-09, Training Record Keeping.

#### **E. Lockout/Tagout Procedure**

The Maintenance Superintendent shall develop a written local lock out/tag out procedure. The facility lockout/tagout procedure, at a minimum, shall contain the following components:

1. All maintenance or authorized personnel shall be provided with a lockout device. Each lockout device shall be standardized within the facility in at least one of the following criteria: color; shape; or size; and additionally indicate the identity of the employee applying the device(s). Each worker shall have the only key to the lockout device(s). One standardized i.e. color, shape, or size lockout device shall be designated for contractors only.
2. The worker shall check to be sure that no one is operating the machine or equipment before turning the power off. The machine or equipment operator shall be informed before the power is turned off. Sudden loss of power could cause an accident.
3. Steam, air and hydraulic lines shall be bled, drained, and cleared out. There shall be no pressure in these lines or in reservoir tanks.
4. Any mechanism under tension or pressure, such as springs, shall be released and blocked.
5. Each person who will be working on the machinery or equipment shall put a lock on the machine or equipment's lock-out device(s). Each lock shall remain on the machine or equipment until that worker's job is complete.
6. All energy sources, which could activate the machine or equipment, shall be locked out (blocked/tagged).

7. The main valve or main electrical disconnect shall be tested to be sure that the power to the inactive machinery or equipment is off.
8. Electrical circuits shall be checked with proper and calibrated electrical testing equipment. Any electrical failure could energize the machine or equipment even if the switch is in the off position. Stored energy in electrical capacitors shall be safely discharged.
9. When working on machinery or equipment such as power presses and welding presses that have a ram, which could fall, the ram shall be supported with safety blocks or pins. Full interlocked safety blocks are the safest.

#### **F. General Requirements**

1. All machines or equipment must be de-energized during service, set up, maintenance, and/or other operations being performed that places the employee in a potentially hazardous exposure, situation, or condition.
2. Do not attempt to operate any locked out or tagged out switch, valve, or any other disconnecting energy isolating devices.
3. The facility shall provide all lockout devices. These items shall be utilized for the sole purpose of lockout/tagout, and not for any other purpose.
4. Potential hazards with cords and plugs must be disconnected and a visually controlled device shall be installed on the plug end.

#### **G. Outside Contractors**

If employees of outside contractors perform servicing or maintenance that requires lockout at the facility, the supervisor overseeing the work must:

1. Inform the outside contractor of the requirements of this policy and the facility's lockout/tag-out procedures.
2. Obtain a copy or description of the outside contractor's lockout procedures and provide a copy of this policy and the facility's lockout/tag-out procedures.
3. Ensure that the facility authorized, affected and other employees understand and comply with the contractors' lockout/tag-out procedures.

#### **H. Group Lockout**

When more than one authorized employee is required to perform lockout procedures, each employee shall affix their lockout (locks or devices) in the proper position, unless a group lockout system is utilized. This type of system shall identify a group leader and use such devices as lock boxes.

**I. Removal of Absent Employees Locks**

The following procedures must be implemented to ensure continuous lockout/tag-out during shift change.

1. Shift Change - No employee shall remove any other employee's or contractors locking or tagging device.
2. Locks shall only be removed by the Maintenance Superintendent or by the Safety and Health Coordinator, and only after verifying that the work is completed.
3. Verify that the authorized employee who locked out the machine or equipment is not on the institution property.
4. Attempt to contact the authorized employee to inform him/her that his/her lock will be removed from the machine or equipment.
5. Make sure the employee is notified that his/her lock has been removed.

**J. Lockout/Tag-Out Review**

1. The Safety and Health Coordinator shall conduct an annual review of the lockout/tag-out procedure. Documentation of the review shall be forwarded to the Maintenance Superintendent.
2. Each Safety and Health Coordinator shall maintain a copy of the written lockout/tag-out procedure. This written program shall be made readily available to all employees.