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**Revision Responsibility:** Director of Facility Services & Safety

**Responsible Executive Officer:** Vice President for Finance and Administration

**Source/Reference:** [1910.147 - The control of hazardous energy \(lockout/tagout\).](#)

## **PURPOSE**

The purpose of this written program is to establish the Columbia State Community College policies, procedures, and responsibilities for the implementation and management of the Lockout/Tagout Program. This Program is intended to satisfy the Occupational Safety and Health Administration (OSHA) requirements for Lockout/Tagout as is required in 29 CFR 1910.147.

## **POLICY**

### **I. Scope**

- A. This Lockout/Tagout Program applies to the control of hazardous energy during the servicing and/or maintenance of machines and equipment by Columbia State personnel.
- B. This standard applies to servicing and/or maintenance of equipment which takes place during normal operations if:
  - 1. An employee is required to remove or bypass a guard or other safety device; or
  - 2. An employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed, or where an associated danger zone exists during a machine operating cycle.

### **II. Procedure**

#### **A. General**

- 1. The uncontrolled release of hazardous energy is one of the most dangerous situations that any employee can experience. To avoid these dangers, Columbia State utilizes Lockout/Tagout Procedures.
- 2. Affected employees are oriented on the use of lockout devices. Those employees who are required to perform lockout are given more in-depth training.

3. Lockout stations are located throughout the campus. Each lock is identified by the lockout label.

**B. Categories of Employees**

1. Authorized Employee – The following employees have been identified as authorized employees:
  - a. Mechanics
  - b. Grounds Utility Worker
  - c. Director of Maintenance
  - d. Director of Facility Services and Safety
  - e. Lead Custodians
2. Affected Employees – All other custodians.

**C. Energy Control Procedures**

1. Each building has a list of machine specific energy control procedures.
2. These procedures are kept at the Lockout /Tagout Station in each building.
3. These procedures shall be reviewed by the Director of Maintenance and the Director of Facility Services and Safety annually for familiarity and revision if needed.
4. An example energy control procedure is found on [Form A](#).

**D. Employee Training**

1. Authorized employees will be trained prior to job assignment at the authorized employee level and at a minimum every two years thereafter.
2. Affected and other employees will be trained prior to job assignment at the authorized employee level and at a minimum every two years thereafter.
3. In general, training will be conducted every two years. Retraining will also be conducted:

- a. Whenever there is a change in employee job assignments;
- b. Whenever a new hazard is introduced due to a change in machines, equipment, or process;
- c. Whenever there is a change in the energy control program; or
- d. Whenever a periodic inspection by the Director of Facility Services and Safety reveals inadequacies in the College's procedures or in the knowledge of the employees.

**E. Periodic Inspections**

1. Periodic inspections will be conducted annually by the Facilities Office.
2. These inspections will be documented on the Lockout/Tagout Inspection Form (See [Form B](#)).
3. These periodic inspections shall be performed on all authorized employees.
4. These periodic inspections will be turned into the Director of Facility Services and Safety prior to November 30<sup>th</sup> of each year.
5. The Director of Facility Services and Safety will prepare a comprehensive review based on these procedures by December 31<sup>st</sup> of each year, which will be maintained by the Director of Facility Services and Safety and shared in a report to the President's Office in January of each year.

**F. Contractor Personnel**

1. Contractors will be provided with a copy of this Program to ensure that they have been informed of the site Lockout/Tagout Policy.
2. Contractors will be required to comply with Columbia State Lockout / Tagout Procedures unless the Contractor's requirements are more protective to personnel.

**G. Group Lockout/Tagouts**

1. If a Lockout/Tagout procedure involves more than one authorized employee, each authorized employee shall affix his/her personal lockout or tagout device on the energy isolating device(s).
2. When an energy-isolating device cannot accept multiple locks or tags, a multiple Lockout/Tagout device (e.g. multi-lock hasp or lockbox) shall be utilized.

3. When utilizing a lockbox, a single lock may be used to lockout the machine or equipment with the key stored in a lockbox or cabinet, which allows the use of multiple locks to secure it. Authorized individuals participating in the group or multi- shift Lockout/Tagout procedure shall place one lock on the lockout box to secure multiple sources of energy. As each person completes his or her repair work, that person will remove his or her lock from the outside of the lockbox. When there are no locks left around the box, the key(s) to re-energize the equipment are accessible.
4. When a group Lockout/Tagout device is utilized, it must provide the authorized and affected employees with a degree of protection that is equivalent to the use of personal Lockout/Tagout devices. The authorized employee has the primary responsibility to determine the degree of protection as stated above.
5. When more than one group is involved, an additional authorized person (e.g. the Director of Maintenance) shall be utilized to maintain coordination of the various lockout control groups.
6. During major servicing or maintenance activities, a plan will be established to identify the person responsible for each job and the associated Lockout/Tagout of all hazardous energy sources.

H. Shift/Personnel Change

1. When a lockout intends to run past the end of an assigned work shift, the employee shall notify the Director of Maintenance or the Director of Facility Services and Safety as soon as possible.
2. Either the Director of Maintenance or the Director of Facility Services and Safety will determine if the employees' lock should remain on the equipment over multiple shifts.

I. Removal of Locks

In the event that a machine is found to be locked out and the employee who performed the lockout is not available to remove the device, the device may be removed with permission from Director of Maintenance or the Director of Facility Services and Safety. If the authorized employee who applied the lock is not available and all the following applies:

1. It is verified that the authorized employee who applied the device is not at the facility;
2. All reasonable efforts were made to contact the authorized employee to inform him/her that his/her lockout device has been removed and;
3. The authorized employee has this knowledge before he/she resumes work at that the campus either by verbally communicating this to them or through cut off lock notice, which shall be posted on the machine.
4. The Director of Maintenance or the Director of Facility Services and Safety shall fill out and post a cut off lock notice (See [Form C](#)) on the machine for a period of three days.

J. Authorized Employee Procedures

1. Determines if it is necessary to lockout a power source in order to perform a maintenance or setup activity.
2. Proceeds with the machine lockout, in the manner outlined below:
  - a. Notifies all affected employees
  - b. Shuts down the machine in the prescribed manner.
  - c. Turns off isolating devices
  - d. Places Lockout device in the prescribed isolation point.
  - e. Relieves any stored or residual energy.
  - f. Tests circuit to ensure that it is de-energized.
  - g. Proceeds with work.
  - h. Notifies affected employees that the machine is re-energized.
  - i. Upon completion of work, removes lockout.
  - j. Re-energizes machine.
3. In the event that more than one employee is working on the affected equipment, each employee working on that equipment will attach his/her own lock to the lockout device.
4. Coordinate with the Director of Maintenance or the Director of Facility Services and Safety to make a determination as to whether or not a lock should remain on the equipment when work extends across multiple shifts.

5. Does not accept a tagout procedure in any circumstances. A lock must be used in all instances when locking out an energy source. Tagout may only be used with authorization from the Director of Facility Services and Safety.
6. Shall use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify the circuit elements and equipment parts are de-energized.
7. To obtain additional locks, employees shall contact his/her supervisor.

*June 1, 2015 (new policy); reviewed/accepted by Cabinet, approved/signed by the President September 2022.*