

The University of Southern Indiana Hazardous Energy Control Policy

Policy Purpose:

The purpose of the policy is to establish minimum requirements for the control of hazardous energy in accordance with the OSHA regulation 29 CFR 1910.147.

Policy Statement:

It is the policy of the University to communicate to all applicable employees the elements of the hazardous energy control program and to expect those employees to read and understand the information presented in this program. It is the intent of the university to provide this program not only to employees, but also to university contractors.

RESPONSIBILITIES

Environmental Health and Safety shall:

- Conduct training for authorized and affected employees upon initial hire and/or when the job or process changes.
- Maintain training records.
- Provide technical guidance to personnel.

Departmental supervisors shall:

- Attend required training.
- Utilize proper lockout/tagout procedures.
- Ensure employees are following the lockout/tagout procedures.

Employees shall:

- Attend required training.
- Utilize proper lockout/tagout procedures.
- Perform work in the safest manner possible.

SCOPE

The following positions are considered "authorized personnel" in this program:

- HVAC Mechanic
- HVAC Operations Engineer
- Plumber
- Electrician
- Life Safety Engineer
- Any other employee performing maintenance or service work when under the control of the individual performing the work.

Contractors must follow the procedures listed in this program.

The standard does not apply to servicing or maintaining cord or plug connected equipment.

DEFINITIONS

AFFECTED EMPLOYEE - Personnel who may operate equipment that is subject to lockout/tagout or who work in an area where lockout/tagout is utilized.

AUTHORIZED EMPLOYEE - Personnel who will perform lockout/tagout procedures during servicing and maintenance of machines or equipment

OTHER EMPLOYEE - Personnel who may be in the area of the lockout must be familiar with lockout program.

ENERGY ISOLATING DEVICE - Any mechanical device that physically prevents the transmission or release of energy.

LOCKOUT - The placement of a lockout device on an energy isolating device, ensuring that the energy isolating device and equipment cannot be operated until the lockout device is removed

LOCKOUT DEVICE - Any device that utilizes a positive means, such as a lock, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.

TAGOUT - The placement of a tagout device on an energy-isolating device.

TAGOUT DEVICE - Any prominent warning tag, sign or label securely fastened to an energy isolating device containing the name of the authorized employee and the date of the lockout/tagout.

LOCKOUT/TAGOUT PROCEDURES

The policy will be used to ensure that machinery and equipment are isolated from all potentially hazardous energy sources. Lockout/tagout procedures will be used prior to servicing and/or maintaining machinery and equipment to prevent the unexpected energization, start-up or release of stored energy that could result in injury.

Survey - Locate and identify all isolating devices to be locked or tagged out as more than one energy source may be involved.

Before shutdown - Notify all affected employees that a lockout or tagout system is going to be utilized. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazard.

Shutdown - If the machine or equipment is operating, shut it down by normal stopping procedure.

Isolation - Operate the switch valve or other energy isolating devices so that the equipment is isolated from its energy source(s). Stored energy must be dissipated or restrained by methods such as repositioning, blocking or bleeding down.

Lockout/Tagout - Lockout and tagout the energy isolating device(s) with the assigned individual lock(s) or tag(s).

Safety Test - After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, engage the normal operating controls to make certain the equipment will not operate. Be sure to return the control to the off or stop position after the test is completed.

Lockout Procedures – There must be a written procedure for each piece of equipment that has multiple energy services. These procedures must be reviewed annually.

The equipment is now locked/tagged out.

LOCKOUT/TAGOUT REMOVAL PROCEDURES

When the authorized employee who applied the lockout/tagout device is removing it, the following procedures will be followed:

Before lockout/tagout devices are removed and energy is restored to the machine or equipment, the authorized employee(s) must observe the following:

- **Inspect** - Inspect the work area to ensure that non-essential items have been removed and that machine or equipment components are intact and capable of operating properly.

- **Clear** - Check the area around the machine or equipment to ensure that all employees are clear of the machinery and its components.
- **Removal** - Notify affected employees immediately after removing locks/tags and before restarting equipment or machine. Tags must be removed only by the employee(s) who attached them.
- **Start-Up** - The equipment may now be restarted.

When the authorized employee who applied the lockout/tagout device is not available to remove it, the Supervisor will:

- **Verify** - Confirm the absence of the authorized employee.
- **Inform** – Supervisor must contact authorized employee that their lockout/tagout device has been removed. This must be done prior to employee returning to work.

TESTING OR POSITIONING OF MACHINES

OSHA allows temporary removal of locks or tags and the re-energization of the machine or equipment ONLY when necessary under special conditions (when power is needed for testing or positioning of machines, equipment or components.) The following sequence of actions shall be followed:

- Inspect the work area to ensure that non-essential items have been removed and that machine or equipment components are intact and capable of operating properly.
- Remove employees from the area and inform them that the machine or equipment is being tested or positioned.
- Remove the lockout/tagout device, energize and proceed with the testing or positioning.
- De-energize all systems and reapply energy control measures following the lockout/tagout procedures.

OUTSIDE CONTRACTORS

The University of Southern Indiana and the outside contractor must understand and comply with all restrictions and/or prohibitions of the other employer's energy control program. It is the contractor's responsibility to inform Environmental Health and Safety if their hazardous energy control program deviates from the University's program. Copies of the program are available to employees and contractors in Environmental Health and Safety.

MULTIPLE EMPLOYEE LOCKOUT/TAGOUT

If more than one employee is required to lockout/tagout equipment, each should place his or her own personal lockout/tagout device on the energy isolation device(s). When an energy-isolating device cannot accept multiple locks or tags, a multiple hasp may be used.

SHIFT/PERSONNEL CHANGES

The continuity of lockout/tagout protection during shift or personnel changes must be maintained.

LOCKOUT/TAGOUT DEVICES

All lockout/tagout devices must be standardized, durable and identifiable. Each tagout device will contain the name of the authorized employee and the date the lockout/tagout device was applied.

EMPLOYEE TRAINING

Environmental Health and Safety will conduct lockout/tagout training for all University employees covered under the

standard. Records of employees trained and the date of training will be maintained as required by the standard.

Training Opportunities - For the purpose of this standard, there are three classifications of employees; authorized, affected and other (see Definitions). The type of training that an employee receives is based upon the classification the employee falls under.

Authorized Employees must receive training on details about the type and magnitude of the hazardous energy sources present in the workplace and the methods and means necessary to isolate and control those energy sources.

Affected employees and other employees must receive training enabling them to recognize when the control procedure is being implemented and understand the purpose of the procedure and the importance of not attempting to operate the equipment.

Retraining must be provided, as required, whenever there is:

- A change in job assignments
- A change in machines, equipment or processes that present a new hazard
- A change in energy control procedures
- Additional retraining must be conducted whenever a periodic inspection reveals or whenever the employer has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

WRITTEN TRAINING VERIFICATION

All employees who receive the required Hazardous Energy Control training must, upon completion, have a signed and dated verification on file with Environmental Health and Safety.

ANNUAL AUDITS

As a minimum, annual audits will be conducted by the master electrician or an authorized employee who does not use the energy control procedure being inspected. Audits will be documented by using an audit form. A copy of the completed audit form should be sent to Environmental Health and Safety.

Written procedures must be reviewed annually.

INFORMATION AND QUESTIONS

If you have any questions on the Hazardous Energy Control Program Policy, please contact Environmental Health and Safety at (812) 461-5393.

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