

Lockout / Tagout Policy

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Purpose: To prevent accidental or unexpected start-up of machinery or equipment under repair which may cause injury or death.

Scope: All employees or contractors conducting maintenance or service of equipment or machinery when unexpected start-up or release of stored energy is possible.

Wayne County will audit our facilities to identify electrical, pneumatic, hydraulic, or other energized equipment (See Appendix D). These procedures will cover those circumstances where the employee must work near or with exposed energy circuits when guards are removed or when energy could be released that may cause harm to the employee.

I. Lockout / Tagout Procedure

A. Notify all affected employees that a lockout / tagout system will be utilized.

1. Authorized employees shall know the type and magnitude of energy of equipment including multiple energy sources.

B. Shut down machine or equipment by normal stopping procedure.

C. Machine / Equipment Isolation

1. Disconnect switch, valve, or energy isolation device from energy source(s).
2. Machinery with multiple energy sources shall be isolated starting with the main power source.

D. Lockout / Tagout Device Application

1. Lockout / tagout device shall be affixed to each isolating energy device by the authorized employee only.
2. Locks and hasps will be singularly identified by authorized employees.

3. Lockout devices, when used, shall be affixed in a manner that will hold the energy isolating devices in a “safe” or “off” position.
4. Tagout devices, where used, shall be affixed in a manner as will clearly indicate that the operation or movement of energy isolating device from the “safe” or “off” position is prohibited.
5. Following the application of lockout / tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained and otherwise rendered safe.
6. After ensuring no personnel are exposed, verify isolation by operating the push button or other normal operating controls to make sure the equipment will not operate.
7. Make sure the operating controls are returned to the “safe” or “off” position.

E. Removal of Lockout / Tagout Devices

1. Authorized employee checks machinery for tools and material to be removed.
2. Ensure all safety guards are in place.
3. Notify all affected employees that the machinery or equipment is being placed in operation.
4. Authorized employee to remove locks and tags from energy isolating devices.

F. Outside Personnel (contractors, subcontractors)

1. Wayne County employees and outside contractors must inform one another of their lockout / tagout procedure.
2. Wayne County employees shall advise other employees of outside contractor’s energy control procedures.

II. Conditions That Exempt Equipment from the Written Procedures for Each Piece of Equipment

- A. Equipment has no potential for stored energy after shutdown.
- B. The equipment has a single energy source that can be readily identified and isolated.
- C. The locking out of the energy source will completely de-energize and deactivate the equipment.
- D. The equipment is isolated from the energy source and locked out during servicing or maintenance.
- E. A single lockout device will achieve a locked out condition.
- F. The servicing or maintenance does not create hazards for other employees.

III. Inspection / Audits

- A. Annual effectiveness of the Lockout / Tagout Program will be evaluated and recorded by the Safety / Loss Control Manager.
- B. Each department must document and log each time the program is utilized.