1.0 POLICY

This policy is established to prevent injury to City of Winona employees from the hazards of unexpected energization, startup, or release of stored energy. Examples of stored energy are:

Electrical	Mechanical	Thermal/Steam
Hydraulic	Pneumatic	Gravity
Chemical/Acid/Caustics		Explosives/Natural Gas

Lockout / Tagout applications will vary between departmental divisions. Each department identifying these potential hazards shall develop procedures for each specific application.

2.0 SCOPE

A Lockout / Tagout will be required whenever performing maintenance or service work on machines or equipment with the potential for release of stored energy. This must be done before the employee could be exposed to the released hazardous energy. Lockout / Tagout must also be implemented when an employee is required to place any part of their body into a “point of operation” or other danger zone that exists during a machine operation cycle. The exception to this requirement is when normal production activities cannot be locked out feasibly due to the nature of the operation, provided the work is performed using alternative measures, which provide effective protection to the employee. Cord and plug type of equipment is considered locked out if the operator has control of the cord.

3.0 RESPONSIBILITIES

Policy regulating Lockout / Tagout will be developed and updated annually by the Safety Team. All employees affected by this program must understand the purpose of this policy and be able to perform the method/s of isolating the hazard when it is identified. Department heads and supervisors must work with their employees to develop specific job procedures for isolating hazards of unexpected energization of equipment in their work environment. All supervisors will enforce the use of these procedures.

4.0 ENERGY CONTROL PROCEDURES

The specific procedures shall be developed, documented and utilize controls standardized and approved for isolation of unexpected energization hazards. All affected authorized employees will be issued personalized Lockout Tagout equipment and be instructed in the procedure/s needed to shutdown, isolate, block and/or secure machinery and equipment prior to placing any part of their body into a "point of operation" for repair, maintenance or regular operation. All individual procedures shall clearly and specifically outline the scope, purpose, authorization, rules and techniques to be utilized for the control of hazardous energy in specific procedural steps. Available Lockout Tagout equipment for each department should be listed on a departmental "Equipment Inventory Sheet" (appendix A) and kept with the departmental procedures.

5.0 TRAINING / RETRAINING

All employees required to work on tasks where energy isolation is necessary for safe repair, operation and/or maintenance will be trained to ensure that the purpose and function of the energy control program is understood and have the skills and equipment for use. Each authorized employee must be able to:

1. Recognize hazardous energy sources, the type and magnitude of the energy available in workplace and method/s necessary for energy isolation control.
2. Understand the purpose and use of the energy control procedures specific to the tasks of their job.
3. Identify the need for prohibition relating to attempts to restart or reenergize machines or equipment, which are locked out or tagged out.
4. Pick the appropriate lockout devise and identify the limitations of tags when they are used in lieu of lockout devices.

Retraining will be done whenever a periodic inspection reveals, or there is reason to believe, that there is deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

6.0 PERIODIC INSPECTION

A periodic inspection is done, looking at the energy control procedures performed to ensure that the procedure/s and requirements of the standard are being followed. This inspection is performed annually by a Safety Team Member from outside the department. A Lockout

Tagout audit sheet (appendix A) should be utilized to document inspection for each affected department. The audit sheet shall be maintained in the Safety department's office files.

7.0 SPECIFIC LOCKOUT / TAGOUT PROCEDURES

All departmental procedures for identified tasks requiring Lockout / Tagout must include the following items in their specific procedures:

1. How employees will be notified.
2. Where energy sources to be isolated are located.
3. Normal shutdown of the equipment to be locked out.
4. What steps need to be taken to isolate all sources of energy to the equipment.
5. The lockout equipment to be used in the procedure.

**** All departmental procedures must be attached to this policy as an appendix C**
Our Department _____ Number of Procedures_____

8.0 RELEASE FROM LOCKOUT/TAGOUT

Before energy is restored to the machine or equipment, personnel must be notified and cleared from area, nonessential items must have been removed, each lockout/ tagout device has to be removed by the employee who applied it and all isolating devices removed. Ensure that machine or equipment components are operationally intact then machine or equipment may be put back into service.

9.0 EMERGENCY REMOVAL OF LOCK

The lock or tag shall be removed only by the owner of the device except in the following conditions and then and only then by the department director or superintendent:

1. Owner incapacitated by illness or injury
2. After extensive attempt to reach the owner of the device, they can not be reached and restoration of the operation is mandatory.