
LOCKOUT / TAGOUT PROGRAM

**Developed in accordance with the OSHA Control of Hazardous Energy
Standard, 29 CFR 1910.147**

DECEMBER 7, 2017
SKIDMORE COLLEGE
815 NORTH BROADWAY, SARATOGA SPRINGS, NY 12866

Table of Contents

Control of Hazardous Energy Source and Electrical Hazards – Lockout/Tagout
Purpose
General Information
Lockout/Tagout Procedures.....	.
Responsibility.....	.
List of Authorized Lock out/Tag out Individuals (Authorized Employees)
Preparation for Lockout or Tagout
Lockout or Tagout System Procedure.....	.
Testing or Positioning of Machines, Equipment, or Components Thereof
Restoring Machines or Equipment to Normal
Procedure Involving More Than One Person (Group)
Removing Lockout or Tagout Devices By Other Than The Employee who Applied the Device	6
Informing Outside Contractors.....	.
Shift or Personnel Changes.....	.
Periodic Inspection.....	.
Training.....	.
Electrical Lockout/Tagout
Electrical Test Verification of De energized Circuits
Working on Energized Circuits.....	.
Accidents Concerning Lockout/Tagout
Emergency Contacts
Exceptions to Procedure Requirements
LOTO Quick Reference
.	.
.	.

k-dh\Vo@@@r "

Any employees who could be exposed to hazardous energy sources shall be instructed in the safety significance of the lockout or tagout procedure (LOTO). Employees authorized to perform LOTO shall receive training commensurate with their responsibilities and as per the OSHA requirements.

Each new or transferred "affected" employee and "other" employees who work operations are or may be in the area shall be instructed in the purpose and use of the lockout or tagout procedure.

Prior to lockout/tagout, the senior authorized individual will brief all affected employees in person. In the event of tagout system only, the authorized individual will also brief all other personnel potentially

- f. All potentially hazardous stored or residual energy shall be relieved, disconnected, restrained or

Removal of Lockout/Tagout Devices

Lockout/Tagout Devices shall be removed from each energy isolating device by the employee who applied it, EXCEPT:

Lockout/tagout devices may only be removed by his/her Supervisor or Department Manager if the authorized employee who applied it is not available and:

- a. it is verified that the authorized employee who applied the device is not at the facility;
- b. all reasonable efforts were made to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed and;
- c. the authorized employee has this knowledge before he/she resumes work at that facility.

Notification of Outside Contractors

Skidmore College will inform all outside contractors of the elements of this program and obtain information regarding their lockout/tagout programs. This information shall be conveyed to our employees in an understandable manner.

Changeover Period

While maintenance work is in progress and shift or personnel changes occur, the continuity of LOTO protection must be maintained. In the case of shift or personnel changes, a Changeover Period will be established so that the authorized employees may exchange their assigned locks/tags. Authorized personnel assuming control of lockout of equipment shall be fully briefed in the scope and stage of the work by those whom are being relieved.

If the equipment is the sole responsibility of authorized employees on a single shift, locks and tags shall be left in place until the servicing is complete.

When an authorized employee is relieved, the reliever shall verify that the authorized employee has removed their lock/tag and the reliever shall place their own lock/tag.

If the off going and on coming authorized employees cannot meet during a Changeover Period to exchange their LOTO devices, the following procedures must be followed:

- 1. The reliever shall verify that the authorized employee has removed their lock/tag and the reliever shall place their own lock/tag.
- 2. The reliever shall verify that the authorized employee has removed their lock/tag and the reliever shall place their own lock/tag.

5.

Approval must be obtained from the electricians' immediate supervisor prior to any work on energized circuits. The electricians' immediate supervisor will verify that by de-energizing circuits, it will create additional or increased hazards or it is infeasible due to equipment design or operational limitations.

Working on energized parts requires a permit and the wearing of appropriate personal protective equipment. Skidmore's Arc Flash Program will ensure compliance with 29 CFR 1910.335.

Personnel protective equipment for electrical hazards shall meet, be used and maintained in accordance with ANSI J6.1 through J6.7.

The Environmental Health & Safety Officer will be responsible for fully investigating all lockout/tagout accidents, and reporting the cause of such accident to the Safety Committee. If the accident involved the control of hazardous energy with a single lockout source, a specific procedure will be written and included in Appendix F before work is continued.

If the accident involved a specific procedure for a piece of equipment, the lockout/tagout specific procedure will be evaluated and modified (if necessary) prior to authorizing work to continue.

The Environmental Health & Safety Officer will be responsible for fully investigating all lockout/tagout accidents, and reporting the cause of such accident to the Safety Committee. If the accident involved the control of hazardous energy with a single lockout source, a specific procedure will be written and included in Appendix F before work is continued.

If the accident involved a specific procedure for a piece of equipment, the lockout/tagout specific procedure will be evaluated and modified (if necessary) prior to authorizing work to continue.

U - k8-V# #\Vu #uo

V° U -) -h° kuU -Vu	#-00h=\ V- VyU " -k
) k) 7	
) V	°) 7	
U)	-- o\	
k ‡	U u	
o #	U U	
8 O#	U #	
# o	# o	
7 o	7 o	

U - hu@ Vou\ hk\ #-) yk- k-j y@-U -Vuo

A procedure will be developed for the control of potentially hazardous energy for machines and equipment unless (all must apply):

1. The machine or equipment has no potential for stored, residual energy or re-accumulation of stored energy after shut down.
2. The machine has a single energy source that can be readily identified and isolated.

