

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0427 (SF) Subject: Lockout/Tagout of Equipment
Effective Date: 08-1-94 Last Revision: 12-29-17
Person Responsible: Health & Safety Coordinator

Approvals/Date: Brent Cohen 1-4-18 _____
Superintendent, WCBDD Date Department Director Date

The following definitions will apply: Equipment – Machines, systems, chargers and other items which require energy to operate. Energy – Electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy source used to energize machines or equipment, including latent and residual sources. Service and/or Maintenance – Workplace activities such as constructing, installing, setting-up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. Control Devices – Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware provided by the employer.
1. All equipment will be inventoried, and the energy required will be listed and attached to procedure along with neutralization method, by Maintenance Supervisor or designee.
2. Training on this procedure will be done during orientation of a new hire initially and will be reviewed every two years, by all staff.
3. When a piece of equipment is not working properly or seems to be in need of repair, the Maintenance Supervisor will be notified.
4. The Maintenance Supervisor or designee will assess the piece of equipment and decide if it needs repaired or maintenance performed or can continue to be used.
5. If repair or maintenance is deemed necessary the lockout-tagout method will be utilized.
6. Lockout will be the preferred method of controlling energy; tagout will be used when the machine or equipment has a cord and plug that can be under the exclusive control of the employee performing the service or maintenance.
7. Lockout/Tagout Method: a. Notify all staff in area that neutralization of energy sources will occur and why. b. Shut down equipment if not done. c. Isolate from energy source(s) making sure stored energy is dissipated or restrained. d. Control energy source(s). e. Test equipment to check that energy source(s) neutralization is in effect.
8. Have maintenance performed or repairs completed on equipment.
9. After equipment is repaired or serviced and ready to return to use. a. Clear area of personnel and all non-essential items. b. Check equipment components to make sure they are operating and intact, including guards and safety devices. c. Disconnect control devices d. Test equipment.
10. Return equipment to service, notify staff in area.

Attachments: Appendix A - Facility Inventory List

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FACILITY INVENTORY LIST

EQUIPMENT	ENERGY SOURCE(S)	METHOD	EQUIPMENT	ENERGY SOURCE(S)	METHOD
<u>SCHOOL</u>			<u>WOOD LANE INDUSTRIES</u>		
Oven	Electricity	Lockout	Gas Hot Water Heater (4)	Natural Gas/Electricity	Lockout
Stove	Electricity	Lockout	Electric Hot Water Heater	Electricity	Lockout
Grill	Electricity	Lockout	Stove	Electricity	Lockout
Dishwasher	Electricity	Lockout	Dishwasher	Electricity	Lockout
Fan; Exhaust	Electricity	Lockout	AH 1	Electricity	Lockout
Booster Heater for Dishwasher	Electricity	Lockout	AH 2	Electricity	Lockout
Garbage Disposal (2)	Electricity	Lockout	AH 3	Electricity	Lockout
Steam Kettle	Electricity	Lockout	AH 4	Electricity	Lockout
Refrigerator (2) - inside & outside	Electricity	Lockout	Gas Forced Air Heater (3)	Gas, Electricity	Lockout
Freezer (2) – inside & outside	Electricity	Lockout	Heater/Air Condition (7)	Electricity	Lockout
Generator	Diesel, Battery	Lockout	Air Compressor (2)	Electricity	Lockout
Alarm System	Electricity	Lockout	Fire Alarm System	Diesel, Battery	Lockout
Boiler (2)	Natural Gas, Electricity	Lockout	Generator	Electricity	Lockout
Hot Water Heater (2)	Gas, Electricity	Lockout	Electric Equipment with Cord	Electricity	Tagout
Air Conditioner	Electricity	Lockout	Forced Air Heater (5)	Electricity	Lockout
Air Compressor	Electricity	Lockout			
Disposal	Electricity	Lockout			
Electric Equipment with Cord	Electricity	Tagout			
<u>NICHOLS POOL</u>			<u>MOBILE WORK CREW BUILDING</u>		
Movable Floor	Hydraulic, Electric	Lockout	Air Compressor	Electricity	Lockout
Water Jet Motor (Whirlpool)	Electricity	Lockout	Heating (East & West)	Electricity	Lockout
Air Inject Motor (Whirlpool)	Electricity	Lockout	Exhaust Fan (East & West)	Electricity	Lockout
Circulation System	Electricity	Lockout	Fume Exhaust Fan	Electricity	Lockout
Hot Water Heater	Electricity	Lockout	Vehicle Lift	Electricity, Hydraulic	Lockout
Dry-o-trom System	Electricity	Lockout	Overhead Door (5)	Electricity	Lockout
Heating System	Electricity	Lockout	Clark Lift Truck	Propane, Battery, Hydraulic	Lockout
Electric Equipment with Cord	Electricity	Tagout	Gas Forced Air Heater	Natural Gas, Electricity	Lockout
			Hot Water Heater	Natural Gas, Electricity	Lockout
			Electric Equipment with Plug	Electricity	Tagout