F10c

City of Hiawatha, Iowa
Lockout/Tagout Policy
Control of Hazardous Energy

Adopted: May 14, 2002
Amended: July 19, 2017

Purpose
This program was created to provide our employees with procedures and policies to properly identify and control hazardous energy sources to ensure their safety and health. This program was prepared in accordance with OSHA regulation Section 1910.147 Control of Hazardous Energy Sources.

Copies of this program shall be located at each work site including temporary maintenance and construction sites.

Program Administrator (reordered this section)
The program administrator is the City Clerk. (changed from City Administrator to City Clerk)

The program administrator and Safety Committee shall be responsible for annual review of program, coordination of employee lockout/tagout training, purchase of equipment and incident review of injuries or illness that involve hazardous energy sources.

Employees should refer their questions or comments about this program to the administrator.

Annual Review *(See Annual Program Evaluation on page 4)*
The program shall be evaluated each year to determine the effectiveness of this program.

Equipment and Machinery Evaluations *(See Equipment and Machinery Evaluation form on page 6)*
All equipment and machinery operated or serviced by employees shall be individually evaluated for an equipment or machine specific lockout procedure using the Equipment and Machinery Evaluation form. The form shall contain the energy sources and proper isolation procedures for the equipment or machinery. An appendix shall be attached to a copy of this program that contains the Equipment and Machinery Evaluations form for each machine or piece of equipment in the department.

Cord and Plug Equipment
Equipment that can be unplugged from an outlet and has no other hazardous energy sources does not fall under the requirements of this program as long as the plug is under the exclusive control of the employee performing service or maintenance. If the employee is unable to maintain exclusive control of the plug, then a plug lock or other suitable energy isolation device must be used in accordance with this policy.

Lockout/Tagout Procedures

1. Prior to initiating the lockout/tagout procedure, all employees servicing or providing maintenance on machinery or equipment shall review the *Equipment and Machinery Evaluation* form to inform the employees which energy sources are present and the procedures to follow to isolate the energy sources.

Lockout/Tagout Procedures (cont.)

1. Notify all affected employees that the equipment or machinery will be locked out or tagged out for servicing or repair.

2. If equipment is operating, shut down by normal means.

3. Operate switch, valves, or other energy isolation devices so that equipment is effectively isolated from any energy source. All stored energy must be dissipated, bled, or blocked to prevent accidental release.

4. Apply appropriate isolation devices with assigned locks or tags. Tags can only be used if a machine cannot be locked.

5. Test all switches and operating controls to confirm that all energy sources are isolated. After test, return switches and other controls to "off" or "neutral."

6. Begin service or maintenance work.

Refer to Lockout/Tagout Manuals at Maintenance Shop and other work sites where servicing or maintenance of machines or equipment occurs. *(added reference to manuals)*

Restoring Power

1. After service or maintenance work is complete, inspect area to ensure tools are removed, reinstall guards and verify that employees are clear of the machinery or equipment.

2. Notify employees that lockout/tagout has concluded and of the impending start up.

3. The employees that originally placed the locking devices remove locks or tags.

4. Commence start up.

Group lockout/tagout
If more than one person is required to lockout/tagout equipment or machinery, each shall place their personal lockout device or tag on the energy isolation device. If the equipment or machine will not accept multiple locks, a hasp may be used.

Shift Change
The shift supervisor or the employee originating the lockout/tagout procedure for the specific job shall be responsible for the transfer of lockout/tagout devices between shift personnel.

Isolation Devices *(See Lockout/Tagout Equipment Assignment form on page 7)*
An inventory of isolation devices and where they are located is included in the Lockout/tagout assignment form. The assignment of locks to an employee is also included in this form. **Locks issued for lockout may only be used for lockout procedures and cannot be used for any other use.**

Tags
A tag will be attached to each lock to identify the installer, date, time and authorization of the lockout. If machinery or equipment can be locked out, then a lock must be used.

Tags will be of durable construction and labeled in a manner that will remain legible in wet or corrosive environment. Tags will be attached by self-locking 50 pound test, or higher, nylon cable when possible.

Emergency Lock/Tag Removal
Locks or tags will only be removed in cases where the authorized employee who applied the lock or tag is unavailable.

Locks can only be removed by: the supervisor, or the employee in charge, who has been trained and knows the procedure after re-verifying that the authorized employee who applied the lock is not in the work area.

Employee Information and Training *(See Employee Training for Lockout/Tagout form on page 5 and Employee Test form on page 8)*
An employee authorized or affected by the control of hazardous energy shall receive training as required by Section 1910.147(c)(7). Training will include:

a. An overview of Section 1910.147.
b. The details of this program.
c. Types and magnitude of hazardous energy sources in the workplace.
d. Methods and means to isolate and control energy sources.
e. Purpose, function and restrictions of energy control procedures.
f. Awareness training.

Training shall be conducted by a competent person as demonstrated by their knowledge and experience. The name of the trainer, qualifications, training material used, course content and date of training shall be documented.

Employees will be given a test to determine their understanding of the program. New hires and transfers will be tested prior to beginning their duties. Employees who do not receive 100 percent on the test will be retrained in those areas that were answered incorrectly. The test will be retained as proof of training.

Outside Contractors
The program administrator shall inform all contractors of the elements of this program. Contractors must also make a copy of their lockout/tagout program available to the program administrator. Contractors who fail to follow the program requirements will be asked to leave the premises. Contractors with an insufficient program will not be allowed to begin work until their program meets or exceeds the requirements of this program.

Violation of Lockout/Tagout Program
Employees who violate the lockout/tagout procedures will be disciplined according to the personnel policy. Employees will also be required to attend retraining on the procedures or policies that were violated.

City of Hiawatha, Iowa

Annual Program Evaluation

Program Name: _____

Evaluation Date: _____

Evaluation Team:

Name	Title	Department

*Team should include an authorized person from outside department

List injuries or near misses attributable to failure of program or failure to follow program:

_____

_____

_____

Recommendations for additions to procedures/policies with explanation for each:

_____

_____

_____

Recommendations for deletions of procedures/policies with explanation for each:

_____

_____

_____

Recommendations for modifications to procedures/policies with explanation for each:

_____

_____

_____

Description and date of actual modifications made:

_____

_____

_____

City of Hiawatha, Iowa

Employee Training for Lockout/Tagout

Instructor's Name: _____ **Date:** _____

Address: _____

_____

_____

Qualifications: _____

_____

_____

_____

Course Outline: _____

_____

_____

_____

List of employees receiving training:

Employee Name	Signature

Instructor's Signature: _____

City of Hiawatha, Iowa

Equipment and Machinery Evaluation

Equipment: _____

Number/Description: _____

Location: _____

Check all that apply:

#Electrical

#Gravity

#Hydraulic

#Spring

#Pneumatic

#Other: _____

Procedures to isolate energy sources:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

City of Hiawatha, Iowa

Lockout/Tagout Equipment Assignments

Last Updated: _____

Each department shall be assigned a color for their locks used in the department. Lockout devices shall bear a tag with the employee's name and other pertinent information in legible print. No employee can use another employee's equipment. Each employee is responsible for the key to his or her assigned locks. Locks shall only be used for lockout/tagout procedures.

Color	**Department**
Blue	Water
Yellow	Fire
Red	City Hall
Green	Road Use/Maintenance
Orange	
Purple	
Black	
White	

Other lockout devices available include:

Hasps
Plug locks
Valve locks
Valve lock bars
Chains
Tags/nylon straps
Blanks
Breaker locks
Blocks and bars

This equipment shall be located at: _____

If the equipment is broken, fails or is lost, contact your supervisor for replacement.

City of Hiawatha, Iowa

Employee Test for Lockout/Tagout

Employee: _____ Signature: _____

Score: _____ /15 = _____ % Date: _____

1.	True	False	Any employee can lock or tag equipment out.
2.	True	False	Before a lock is applied, all workers in the area must be notified.
3.	True	False	Turning off the power switch will remove all hazardous energy from equipment.
4.	True	False	Any sturdy lock can be used for lockout.
5.	True	False	Before locking equipment out, you must know the type(s) of energy it uses, the hazards of that energy and how to control the energy.
6.	True	False	Locks must be used if the equipment to be locked out will accept them.
7.	True	False	In group lockout, one person attaches a single lock for the entire work crew.
8.	True	False	When equipment has been isolated from it's power source, it may still have energy stored in it's system.
9.	True	False	If a worker is not present to remove his lock, anyone can remove it.
10.	True	False	Outside contractors must use our lockout procedures.
11.	True	False	Written energy control procedures must be developed for each different piece of equipment.
12.	True	False	The application of locks or tags in the right places will de-energize the equipment.
13.	True	False	Upon restart of equipment, clear the area of employees and tools.
14.	True	False	Locks and tags must identify the employee who installed them.
15.	True	False	OSHA rarely issues citations for Lockout/Tagout violations.

DRAFT

RESOLUTION NO. 17-
City Council

RESOLUTION APPROVING
AMENDED LOCKOUT/TAGOUT POLICY

WHEREAS, the Safety Committee reviewed and determined it necessary to amend the Lockout/Tagout Policy to reflect current processes as outlined in the attached Exhibit "A," and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, concurring with the Safety Committee recommendation and said Lockout/Tagout Policy is hereby amended, approved and adopted.

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 19th day of July, 2017.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kelly Kornegor, City Clerk