Phoenix-Talent
School District 4

Code: **ECBA-AR**
Adopted: 12/9/93

# Lockout/Tagout Procedure

The following procedure establishes the minimum requirements for the lockout or tagout of energy isolating devices whenever maintenance or servicing is done on machines, equipment, or electrical devices. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance.

Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance.

All affected employees will be notified that servicing or maintenance is required and that the machine, equipment or electrical device must be shut down and locked out/tagged out to perform the servicing or maintenance.

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout/tagout. The authorized employees are required to perform the lockout/tagout in accordance with this procedure. All employees, when observing a machine, piece of equipment, or electrical device which is lockout/tagged out to perform servicing or maintenance shall not attempt to start, energize or use that machine, equipment, or electrical device.

Non-compliance with the lockout/tagout policy and/or procedure may result in discipline up to and including dismissal.

When the servicing or maintenance is completed and the machine, equipment, or electrical device is ready to return to normal operating condition, the following steps shall be taken:

1. The machine, equipment, or electrical device and the immediate area around them will be checked to ensure that nonessential items have been removed and that the machine, equipment, or electrical device components are operationally intact;

2. The work area will be checked to ensure that all employees have been safely positioned or removed from the area;

3. Controls will be checked to verify that they are in neutral;

4. Lockout/tagout devices will be removed and the machine, equipment, or electrical device will be re-energized;

5. Affected employees will be notified that the servicing or maintenance is completed and the machine, equipment, or electrical device is ready for use.

(continued)

The safety officer shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedures are being followed.

Training will be provided to ensure that the purpose and function of the energy control program is understood by employees and that the knowledge and skills required for the safe application, usage and removal of the energy controls are acquired by employees.