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Safety Policy Number: J-147

## Lockout/Tagout Program

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### **PURPOSE**

This procedure establishes the minimum requirements for the lo  
are isolated from all potentially hazardous energy, and locked-out or  
vice or maintenance activities where the unexpected energization,  
e injury.

It is the policy of Loyola University Chicago to provide employees with a safe and healthful working environment. To this end, Loyola University has developed this Lockout/Tagout Program (LOTTO) in accordance with the U.S. Occupational Safety and Health Administration (OSHA) standards found in 29 CFR 1910.147, 1910.333 and 1926.417.

### **1.0 Definitions**

**1.1 Authorized employee:** An employee who locks or tags machines or equipment in order to perform servicing or maintenance.

**1.2 Affected employee:** An employee who is required to use machines or equipment on which servicing is performed under the Lockout/Tagout standard or who performs other job responsibilities in an area where such servicing is performed.

**1.3 Other employees:** All employees who are or may be in an area where energy control procedures may be utilized.

**1.4 Capable of being locked out:** An energy-isolating device which is capable of being locked out.

**1.5 Energized:** Machines and equipment are energized when they are connected to an energy source or they contain residual or stored energy.

**1.6 Energy-isolating device:** A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently, a line valve, a block, and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

**1.7 Energy source:** Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

**1.8 Lockout:** The placement of a lockout device on an energy-isolating device, in accordance with an established procedure, ensuring that the energy-isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

**1.9 Lockout device:** Any device that uses positive means, such as a lock, blank flanges and bolted slip blinds, to

**3.2 Identification and use of Devices:** All lockout/tagout devices will be identified and used only for the purposes they are intended for. All devices must meet the minimum standards listed below:

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**5.1.2 Obtaining Locks/Tags:** The Authorized Employee will obtain a lock box from the appropriate supervisor. Some Lockout's might require the use of other lockout devices (valve covers, chains, breaker covers, etc.). Tags will have the name of the Authorized Employee performing the work.

**5.1.3 De-energizing Devices:** The Authorized Employee will go to each energy isolation device in the proper order listed on lockout/tagout procedure and de-energize that device using the locks from the lockbox. After removing each key from the lock, the Authorized Employee will keep the keys and place them into the lockbox that will prevent them from being lost or misplaced. Keys to all locks will be kept inside the lockbox. The Authorized Employee will then place his/her lock and tag on the lockbox and lock it with his/her personal key. The Authorized Employee's personal key will be kept with him/her. Also, a designated Supervisor may put his/her lock on the lockbox. This would only be completed in order to secure the lockbox if an employee left the jobsite and another employee took control of the job. The new employee would then be required to put his/her lock on the lockbox and proceed to follow all of the required LOTO procedures.

**5.1.4 Conducting Safety Checks of Devices:** When all energy isolation devices have been properly de-energized and locked/tagged out, the Authorized Employee will perform the necessary safe

**5.3.2 Supervisor's Duty:** The Supervisor will list all of the other Authorized Employees on the permit with which he/she is working.

**5.3.3 Locks and Tags:** Each Authorized Employee will put his/her own lock on the lockbox before beginning work.

**5.3.4 Removal of Locks and Tags:** The Supervisor cannot remove any locks or tags from the energy isolation devices unless all other Authorized Employees have first removed their locks and tags from the lockbox. If there is a need to remove a lock and tag from the lockbox because an Authorized Employee has left the site, then the procedures for removing locks tags of employees not on site will be followed.

## **6.0 Energy Isolation Devices Not Capable of Accepting a Lock**

**6.1 When Tagout Will Be Used:** If an energy isolation device is physically incapable of accepting a lock, a tagout system shall be used which will offer full employee protection similar to that of a lockout system.

**6.2 Requirements of Tagout System:** The tagout system will include all of the steps of the lockout program described above except the actual use of a lockout device on that particular energy isolation device. Additional means to be considered as a part of the demonstration of full employee protection shall include the implementation of additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energization.

## **7.0 Removal of Authorized Employee Locks and Tags When Off-site**

There may be times when the LOTO needs to be closed out to put equipment back into service when an Authorized Employee still on the LOTO is off-site and cannot be located. Removal of an Authorized Employee lock and tag without the Authorized Employee's signature will require a review by the Authorized Employee's direct Supervisor.

**7.1.1 Supervisor Responsibilities:** The Authorized Employee's Supervisor will attempt to reach the Authorized Employee to determine if the LOTO may be closed. If the Authorized Employee indicates that the LOTO may be closed, the Authorized Employee must return to the site to follow the normal LOTO removal procedure.

**7.1.2 Employee Cannot be Contacted:** If the Authorized Employee cannot be contacted or cannot return to the facility, the Authorized Employee's Supervisor may authorize removal of the Authorized Employee from the LOTO.

**7.1.3 Notifications:** If the Supervisor authorizes the removal of the Authorized Employee's lock(s) and tag(s) all potentially affected employees shall be notified.

**7.1.4 Return of Authorized employee:** The Authorized Employee will be contacted by his/her Supervisor immediately upon their return to work, to notify them that they have been removed from the LOTO.

## **7.0 Lockout/Tagout Review and Periodic Inspections**

**7.1 Annual Review:** Annually, the university shall perform a complete review of its energy control program and procedures for the purpose of ensuring that the LOTO procedures and requirements of 29 CFR 1910.147 are being met. A written report shall be made documenting inspection findings, results, and as appropriate any corrective actions taken for LOTO program deficiencies.

**7.2 Periodic Inspections:** Periodic inspections of energized equipment and systems and the individual device controls shall be scheduled and documented in writing.

**7.3 Conducting Inspection:** A representative trained as an Authorized Employee must perform the periodic inspection. The representative *may not review any Lockout/Tagout that they currently have responsibility for.* The representative

**7.4 Active LOTO Inspection:** Active LOTOs will be visually verified by the responsible supervisor, that all locks and tags are in place. The required LOTO documents will be verified to have been prepared in accordance with the department's LOTO program. Written documentation of findings shall be made and retained.

**7.5 Corrective Action:**