

# TOWN OF TREMONT

## Lockout/Tag-out Procedures for Electrical/Mechanical Equipment

### Purpose:

It is the Town of Tremont's procedure that any individual engaging in the maintenance, repair, cleaning, servicing, or adjusting of Town machinery or equipment will follow the procedures outlined in this document. The primary purpose is to help ensure that all employees of the Town of Tremont are protected from injury or death resulting from the accidental or unexpected activation of equipment during maintenance, repairing, cleaning, servicing, or adjustments.

### Definitions:

**Lockout** - The practice of using keyed security devices ("locks") to prevent the unwanted activation of mechanical or electrical equipment.

**Tag-out** - The practice of using tags, in conjunction with locks when necessary, to increase the visibility and awareness that equipment is not to be energized or activated until such devices are removed. Tags will be attached nylon tie, self-locking, and not easily removed.

**Affected employee** – an employee whose job requires him/her to operate or use equipment on which servicing or maintenance is being performed under the lockout or tag out. The job requires that this individual work in the area in which the servicing or maintenance is being performed. Affected employees must have received training on proper lockout/tag-out work procedures.

**Authorized employee** – the Town Manager or an employee who locks out or tags out equipment in order to perform servicing or maintenance and who has received training on lockout/tag-out procedures.

### Procedure:

#### Remove equipment from service:

- 1) An authorized employee must determine which equipment will need to be locked out or tagged out.
- 2) Affected equipment must be shutdown. All hazardous energy sources will need to be controlled. Ensure the correct piece of equipment is shutdown. Potential energy must also be dissipated or minimized so that injury will not occur if released.
- 3) After the equipment is verified to be shutdown and hazardous energy source(s) isolated, test the equipment to ensure that it will not run or start. Ensure that no one is exposed to the equipment when testing. After testing, return power switches to the off position.
- 4) Locks and/or tags used to indicate that equipment is not to be operated must be put in place.

#### Return equipment to service:

- 1) Verify that all work is complete. Ensure that everyone working on the equipment is notified that work has been completed and that equipment is to be returned to service. Area should be checked to ensure that no one would be exposed to hazards when restarting equipment. Ensure all tools/materials have been removed from equipment and area around equipment.

- 2) After all parties have been notified of work completion, lock(s) or tag(s) can be removed.
- 3) Equipment may be restarted. Once again ensure that no one is near enough to the equipment to be exposed to any hazards.
- 4) Clean area and pick up any remaining tools.

### Training and Record Keeping

#### **Training -**

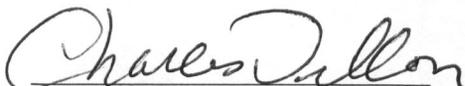
- Town of Tremont employees will receive annual lockout/tag-out training and testing on basic procedures. Initial and refresher training is to be provided so that employees will understand the procedures and purpose as well as the skills and knowledge to perform work safely. Refresher training is to be provided annually.
  
- Training and basic knowledge testing documentation will be maintained for audit and compliance review purposes, for a minimum of three years following the close of the active fiscal year. Training records will include topics covered, a signed sheet of those employees who watched the video.

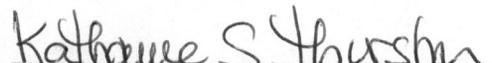
#### **Logout/Tag-out Inspection Log -**

- Town Manager will maintain or have maintained a log record of all logout/tag-out actions.
  
- At a minimum, the log will include the following information: Initial date of Lockout/Tag-out; Description of machinery or equipment being secured; Hazard/Malfunction; Date that Lockout/Tag-out Removed; Comments (if any); Initials of person making log entry.

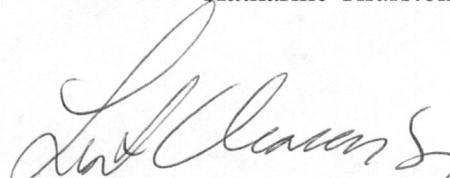
#### **Documentation -**

- The Town Manager shall annually review or have reviewed this procedure with the employees.

  
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