

## **Carroll County Lockout/Tagout Policy And Procedure**

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### **I. Purpose:**

1. To protect employees from hazards associated with unexpected activation of machinery or equipment during maintenance or repair.
2. To ensure compliance with New Hampshire Dept. of Labor Standard **1403.32, Lockout.**

### **II. Responsibilities:**

#### **a. Employer shall:**

1. Provide padlocks, tags and other needed equipment to employees, free of charge, to be used for locking and tagging equipment when required.
2. Train employees in the proper and safe procedures for locking and tagging potentially hazardous energy when performing maintenance or repair.

#### **b. Employee shall:**

1. Effectively disconnect and make non-hazardous all forms of energy capable of causing injury during maintenance procedures.
2. Lock/tag all energy sources or switches in the "off" position prior to making any repairs.

### **III. Procedural Overview:**

#### **1. Identify all forms of potentially hazardous energy:**

Examine equipment for all types of potentially hazardous energy including electrical, hydraulic, steam, pneumatic, vacuum, or mechanical.

#### **2. Notify affected employees:**

Inform all affected employees of pending shutdown.

#### **3. Shut down equipment through normal means:**

Depress stop button, switch, etc.

#### **4. Apply lock/tag to energy isolation device:**

If these forms of energy have the capability of being locked out, a positive locking device shall be used.

Attach the lock/tag to the machine's energy isolation device (A mechanical device that physically prevents the transmission or release of energy).

**5. Release all stored energy from equipment:**

All stored energy hazards electrical, hydraulic, steam, pneumatic, or vacuum, should be released from the equipment or made non-hazardous by other means prior to commencement or repair or maintenance of equipment.

**6. Perform maintenance or repair work on equipment**

**7. Remove lock/tag:**

Remove lock/tag once employees, tools, and other equipment are clear from the moving parts and other hazards posed by the equipment.

*\*\*Only the employee completing the repair work may remove the lock/tag and restart the machinery.*

**8. Restart equipment:**

Ensure that people, tools, etc. are clear of machine before startup, and that machinery/equipment is operating safely.

Date:	Revision description:	
4/29/15	David Lorenson	Approved
4/29/2015	David L. Balsam Jr.	"
4/29/2015	Dennis Miller	"