UNMC LOCKOUT / TAGOUT

POLICY

It is the policy of the University of Nebraska Medical Center (UNMC) to assure employees' protection from unintended machine motion or unintended release of energy which could cause injury when they set up, adjust, repair, service, install or perform maintenance work on equipment, machinery, or processes. This procedure applies to all employees performing any of the aforementioned tasks.

Lockout procedures as outlined shall be used by all UNMC employees and contractors for any equipment under the jurisdiction of UNMC. Work on equipment over 600 volts must follow the guidelines stated in NFPA 70E.

DEFINITION:

Lockout is the act of locking the power shutoff switches or equipment controls to prevent activation or operation of equipment.

Management is the person responsible for oversight of the work and those who are performing the work. (i.e., director, supervisor, manager, zone manager, lead technician, coordinator, etc.)

Tagout devices used to warn against hazardous conditions if the machine or equipment is energized and must include appropriate warnings such as: Do Not Start, Do Not Open, Do Not Close, Do Not Energize, and Do Not Operate.

PROCEDURES

1. Management responsibilities

   A. Each supervisor shall train new employees and periodically instruct all department employees regarding provisions and requirements of the lockout procedure.

   B. Each supervisor shall effectively enforce compliance of the lockout procedure. The use of corrective disciplinary action will be exercised appropriately.

   C. Each supervisor shall assure the locks and devices required for compliance with the lockout procedure are provided to employees.

   D. Prior to setting up, adjusting, repairing, servicing, installing or performing maintenance work on equipment, machinery or processes, management and the employee who will be
2. Employee responsibilities

A. Employees shall comply with the lockout procedure.

B. Employees shall consult with the supervisor or Safety Operations whenever there is any question regarding lockout procedures.

C. Employees shall obtain and care for the locks and other devices required to comply with the lockout procedure

3. General

A. Employees shall request assistance from the supervisor if they do not know where or how to lockout equipment

B. The electrical and/or other power source of any equipment, machine or process to be set-up, adjusted, repaired, serviced, installed or where maintenance work is to be performed and unintended motion or release of energy would cause personal injury; all such power sources shall be locked out in accordance with this policy by each employee doing the work. Sources of energy, such as springs, air, hydraulic and steam shall be evaluated in advance to determine whether to retain or relieve the pressure prior to starting the work.

C. Safety locks are for the personal protection of the employees and are only to be used for locking out equipment

D. Safety locks, adapters and danger tags can be obtained from the respective shop supervisor. Locks, adapters and tags are the property of UNMC.

E. Personal locks shall be distinguished to the individual employee

F. One key of every lock issued shall be retained by the employee to whom it was issued. The only other key to the lock shall be retained by the supervisor in a secure place.

G. Questions concerning the lockout procedure may be directed to the employee’s supervisor or the Safety Operations.

4. Locking out and isolating the power source

A. Equipment main disconnect switches shall be turned off and locked in the off position only after the electrical power is shut off at the point of operational control if different from the main disconnect

B. A machine connected to a source of power over 110 volts by a plug-in cord shall have a locking device applied to the plug attached to the cord leading to the machine to be considered locked out

C. A machine connected to a source of power of 110 volts (or less) of power by a plug-in cord shall be considered locked out if the plug is disconnected and tagged with a "Do Not Start" tag
D. After locking out the power source, the employee shall try to operate the equipment, machine or process controls to ensure no unintended motion will occur or test the equipment, machine or process by use of appropriate test equipment to determine that the energy isolation has been effective.

E. When two or more employees work on the same equipment, each is responsible for attaching his/her lock. Safety locks and adapters are to be fixed on levers, switches, valves, etc., in the non-operative (off) position.

F. Upon arrival at an assigned job, an employee who finds an Equipment Lock, Adaptor, or Danger Tag affixed to the equipment shall take the following action:

1. Determine who placed the equipment out of service and contact all parties who have locks on the equipment to determine if the assignment to be performed would affect their safety. The assignment will proceed only if safe to do so with all parties involved.

2. Affix his/her personal safety lock-out lock to the Equipment Adaptor.

3. Assure that no one is working on the equipment and then try the controls to ensure that no unintended motion will occur before starting work or qualified personnel shall test the equipment, machine or process by use of appropriate test equipment to determine that the energy isolation has been effective. (Such testing equipment is only to be employed by trained qualified personnel).

G. When safety blocks are required, they shall be used in conjunction with the personnel safety lockout steps, not as a substitute.

5. Removal of locks and restoring power source

A. Power may be restored and turned on when it is required to perform tests or adjustment. All rules pertaining to removing locks and restoring power shall be followed. The equipment or process shall again be locked out if necessary to continue work after completing the tests or adjustments.

B. On reassignment, the supervisor will assure the equipment is locked out until the next worker assigned to complete the task has locked out the equipment.

6. Emergency safety lock removal

A. The supervisor will be authorized to remove an employee’s lock under the following conditions:

1. Upon completion of signed documentation which shall state the reason the employee is not able to remove the lock. A copy of this documentation must be sent to the Environmental Health & Safety (5480).

2. After making certain all the requirements for restoring power are followed.
# UNMC EQUIPMENT LOCKOUT/TAGOUT PROCEDURE

<table>
<thead>
<tr>
<th>Equipment Number:</th>
<th>Equipment Type:</th>
<th>MCC:</th>
<th>ROW:</th>
<th>BUCKET:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(TMA)_____________</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Equipment Name:</th>
<th>Department:</th>
<th>MCC Location:</th>
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<tbody>
<tr>
<td>_______________</td>
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</tbody>
</table>

## Potential Hazards:
- [ ] Electrical
- [ ] Pneumatic
- [ ] Mechanical
- [ ] Multiple Lockouts
- [ ] Hydraulic
- [ ] Chemical
- [ ] Combustibles
- [ ] Confined Space

## Methods of Neutralizing Energy:
- [ ] Relieve Pressure
- [ ] Block/Bleed
- [ ] Confined Space Permit
- [ ] Disconnect Lines
- [ ] Lockout/Tagout

## Permits Required:
- [ ] Safe Work
- [ ] Hot Work
- [ ] Line Blanking
- [ ] Confined Space

## Lockout Procedure:

1. Notify Production supervisor and ALL affected personnel.

2. After completing Step 1, shut down equipment, if running, as trained. If you are not sure how, contact your Supervisor for instructions.

3. **Specific Instructions for this equipment:**
   - a.
   - b.
   - c.
   - d.
   - e.
   - f.

4. After ALL previous steps have been completed, begin your work assignment.

5. After completion of the work, assure that your work area is clean, clear of ALL debris and that ALL guards are secured in place.

6. Notify the Production Supervisor and ALL affected personnel that the equipment is operational and that removal of the lock-outs will occur.

7. Remove ALL locks and tags following the Lockout/Tagout Program instructions.

8. Prior to start-up of the equipment, inspect the area to ensure that ALL employees, contractors and any other personnel are safely positioned.

9. When production is ready, verify that equipment is operating correctly.

10. Close out any applicable permit(s) and return them to your Supervisor.

*review date:*

*revision date: 05/02/2014*