



Control of Hazardous Energy (Lockout/Tagout) Safety Program

EOSMS-303

Effective Date:

1/1/2018

for activities

per the requirements of the OSHA 29 CFR 1910.147 and the Georgia Code 33-11-100. This program applies to all employees who are involved in the maintenance or repair of machinery, equipment, or systems.

The purpose of this program is to ensure that all employees are properly trained and equipped to perform lockout/tagout procedures.

The following are the minimum requirements for this program:

The following are the minimum requirements for this program:

1. All employees must be trained and certified in lockout/tagout procedures.

2. All equipment must be properly labeled and tagged out before any maintenance or repair work is performed.

3. All employees must use the correct lockout/tagout procedure for the specific equipment they are working on. This includes identifying the energy sources, isolating the energy, and locking out the energy.

4. All employees must use the correct lockout/tagout procedure for the specific equipment they are working on.

employee when that employee's duties include performing servicing or maintenance covered under this section.

Capable of being locked out – An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

Energized – Connected to an energy source or containing residual or stored energy.

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.

Energy source – Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Hot tap – A procedure used in the repair, maintenance and service activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

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.

Lockout device – A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

Normal production operations – The utilization of a machine or equipment to perform its intended production function.

Servicing and maintenance – Workplace activities such as construction, installation, repair, or maintenance (g)-1 (

4. Roles and Responsibilities

A. Environmental Health and Safety

The Environmental Health and Safety (EHS) Department is responsible for periodic evaluations of work being performed as well as determining whether work is being performed in compliance with this program. They are also responsible for:

- Providing or assisting with practical training on this program.
- Conducting an annual review of this program and reviewing and updating it as necessary.
- Assisting work units in the implementation of this program.

B. University Departments and Divisions

University departments and divisions are responsible for implementing this policy. They must develop and maintain their own proper procedures, physical training, equipment purchases. They are also responsible for providing modifications to machines and systems, where necessary.

C. Supervisors

Supervisors have the following responsibilities under KSU's lockout/tagout (LOTO) program:

- Evaluate the potential hazards of specific equipment.
- Establish a written program.
- Establish written LOTO procedures for each individual or group of similar machines in place.
- Communicate with contractors regarding the company's LOTO program and exposures.
- Train employees (authorized, affected, and other).
- Verify lock and tag application process.
- Account for new equipment and processes.
- Establish group lockout process as needed.
- Perform annual and periodic inspections, as required.
- Account for shift and personnel changes, as needed or required.

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energy they may be exposed to (such as electrical, mechanical, gravitational, hydraulic, pneumatic,

- If locks cannot be used, tags must be supplemented by other means to ensure an equivalent level of safety to that of a lock application (i.e., removing a control switch, circuit breaker or valve handle).
- Where locks are not used, the supplemental means (and its written procedure) must be reviewed with each authorized and affected employee at least annually.
- When equipment is being taken out of service (i.e., abandoned in place or no longer used), non-LOTO locks and tags will be used. The tag will contain the words, "Out of Service"

6. Shift/Employee Change

Specific procedures to account for shift or employee changes must ensure the continuity of LOTO protection and must include a provision for the transfer of devices. This will minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment or the release of stored energy.

7. Contractors

Contractors must be advised that KSU has and enforces the use of LOTO procedures. They will be informed of T17 (t)2 (r)2 -10.7 (or)w 0.8 (s)10.00(d)04 (8)0701(e)2 (1)4(e)1)24(r)7)2(d)4.3 (s)2317(e)9.42(8)

procedure. This person must be someone other than the one performing the lockout. The inspections requirements include:

- Checking training records to verify people have been trained to the level necessary.
- Reviewing the procedure document within the last calendar year to ensure procedures are adequate, understandable, and are being followed.
- Having all employees authorized to use that procedure participate in reviewing the procedure (group meeting reviews are acceptable).
- Field checking the actual lock-out to assure the equipment is being locked out properly. The inspector and the person locking the equipment are required to participate, at a minimum.
- Asking operators how they would lock/tag equipment and verify by demonstration.
- Nothing and correcting deficiencies.

Inspections should be documented using the inspection certificate form provided with this program, or an equivalent record. Both the inspector and the person performing the LOTO must sign the assessment certificate.

If the procedure is found lacking or deficient, it must be revised and all employees who would use that procedure must be retrained to the new procedure before servicing or maintaining that equipment.

Appendix A: Lockout/Tagout Absent Employee Lock Removal Procedure

KENT STATE UNIVERSITY	
Lockout/Tagout Absent Employee Lock Removal Procedure	
Instructions	
Authorized Person LOTO Lock Removal Form must be returned to EHS at ehsafety@kent.edu .	
Designated Person	
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Step 100: List the step	

Diagram or photos of unit.

Schematic/Blueprint Attached? Yes No

Remarks

Authorization

Approved

I acknowledge that I have conducted a Lockout Tagout Assessment of the equipment and have detailed the findings of the assessment on this form.

* Further detailed on attachment: Yes No

Equipment or machine named above

Attachments

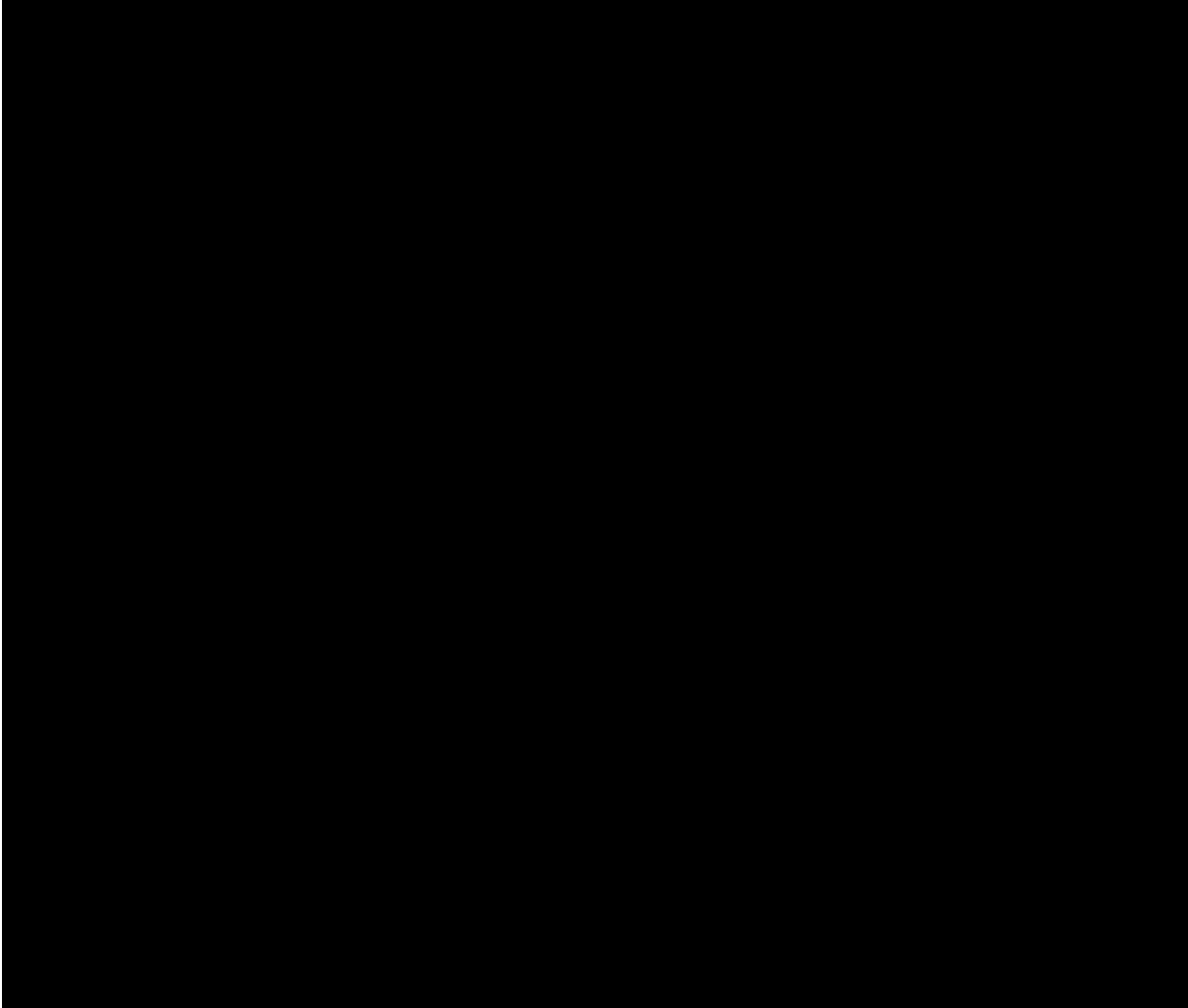
Yes No

*See following pages

Assessment Form Retention Information

Permanent Retention File: EHS - Location: EHS Team Application
Department: Filed By:
Date Filed:

Appendix C: Lockout/Tagout Equipment List



Instructions

Lockout/Tagout Equipment Requirements

LOTO devices:

- Used for LOTO only.
- Identified (either through marking and labeling or training) as LOTO devices.

Substantial in that lock may not be easily accessible without the use of tools or excessive force, and

Appendix D: Lockout/Tagout Written Procedure Inspection Certificate


Kennesaw State University
Procedure Inspection Certificate

Property # _____ EOSMS-303-1 Effective Date: 05/07/2015

Instructions
This form shall be used for marking and recording all field lockout procedure with

[Redacted Content]

Appendix E: Lockout/Tagout Written Procedure Acknowledgement

 **KENNESAW STATE**

Health and Safety Environmental Health and Safety

Effective Date: 06/01/2022 FORM-PHS-01 Page 1 of 1 EOSMS-303-4

Instructions

This form is to be completed annually to ensure the accuracy of each person's commitment that they will follow the written procedure for the control of hazardous energy.

Annual Date	Authorized Employee	Name of Machine or Equipment	Original Signature