



**LOCKOUT-TAGOUT PROCEDURE
OSHA CFR 1910.147**

**Village of Lake George Water Filtration Plant
LOCKOUT/TAGOUT PROGRAM
OSHA 1910.147**

PURPOSE

This procedure establishes the minimum requirements for the lockout and use of energy isolating devices whenever maintenance or servicing is done on machines or equipment. Lockout tagout (LOTO) will be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or the release of stored energy could cause injury.

This procedure does not apply to work on cord and plug connected electrical equipment; to hot-tap operations involving transmission and distribution systems for substances such as gas, steam, water, and petroleum products when they are performed on pressurized pipelines provided it has been demonstrated that continuity of service is essential, shutdown of the system is impractical and documented procedures are followed. This procedure does not apply to normal servicing and/or maintenance operations provided that an employee is not required to remove or bypass a guard or safety feature and an employee is not required to place any part of their body in an area on a machine or piece of equipment proximate to the point of operation or in a danger zone of the machine operating cycle.

COMPLIANCE WITH THIS PROGRAM

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with the procedures outlined in this document. All employees, upon observing a machine or piece of equipment that is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

Employees who do not comply with the requirements of this program shall be subject to formal counseling up to and including termination.

LOGBOOK

Any time an employee performs lockout tagout on any piece of equipment the logbook will be filled out by those employees performing the work. Employees will be required to record the following information into the logbook:

- the piece of equipment being serviced or maintenance,
- the location of that equipment,
- the date of which lockout began,
- the authorized employees applying their locks, tags, and energy isolating devices,
- as well as the expected date of the equipment being returned to service.

Once the service is complete, the employee will return to the logbook and complete the entry.

AUTHORIZED EMPLOYEES

- All Trained Employees



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AFFECTED EMPLOYEES

- Other operations and maintenance staff

It is the policy of the Water Filtration Plant to inform all affected employees of any lockout/tagout procedures performed while the affected employees are on site. The Operator shall make available to all affected parties a copy of the lockout tagout procedures and shall discuss the impact of any maintenance performed on the affected parties' duties.

LOCK OUT TAGOUT STATION LOCATIONS

Lockout tagout stations are located in all process areas for employee use.

LOCKOUT/TAGOUT DEVICES

Lockout/tagout devices shall be singularly identified; shall be the only devices used for controlling energy; and shall not be used for other purposes. Lockout and tagout devices shall be capable of withstanding the environment to which they are exposed. Devices shall be standardized; locks are coded by color and tag language is to be consistent. Each lockout and tagout device will indicate the identity of the employee applying the device(s).

UNAUTHORIZED LOCK REMOVAL

When an authorized employee who applied the lockout or tagout device is not available to remove it, the device may be removed only under the direction of the Operator. The Operator shall:

- Verify that the authorized employee who applied the device is not at the facility.
- Make all reasonable efforts to contact the authorized employee to inform them that their lockout or tagout device has been removed.
- Ensure that the authorized employee has this knowledge before they resume work at the facility.
- The Operator shall document each of these items and maintain the document for one year. (Appendix 1)

MULTIPLE LOCKOUT/CONTRACTOR LOCKOUT

When maintenance is being performed on machinery or equipment that requires several employees to work on or in the proximity of the affected operation, each authorized employee shall place their lock on a multiple lock adapter. When a contractor's employees work with the facility's authorized workers, both the contractor's and the facility's authorized employees will place their personal locks on the multiple lock adapter. When multiple locks are used, the Operator will designate an employee to be the first to attach their lock and the last removed. This designee will only remove their lock after verifying that it is safe for all authorized and affected employees for the machinery or equipment to be re-energized.

ENERGY CONTROL PROGRAM

Procedures for energy control have been established for each affected piece of equipment in the workplace. These procedures include provisions for:

- Preparation for shutdown.



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- Machine and equipment shutdown.
- Machine or equipment isolation.
- Lockout/tagout device application.
- Stored energy.
- Verification of isolation.
- Release from lockout/tagout.

The Water Filtration Plant need not document a procedure for a particular machine or piece of equipment when all the following conditions exist:

1. The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shutdown that could endanger employees.
2. The machine or equipment has a single energy source that can be readily identified and isolated.
3. The isolation and locking out of the energy source will completely de-energize and deactivate the machine.
4. The machine or equipment is isolated from that energy source and locked out during servicing or maintenance.
5. A single lockout device will achieve a lockout condition.
6. The lockout device is under the exclusive control of the authorized employee performing the servicing and maintenance.
7. The servicing and maintenance don't create hazards for other employees.
8. The Water Filtration Plant has had no accidents involving unexpected re-energization of the machine during servicing and maintenance.

The Water Filtration Plant has identified the following pieces of equipment as meeting these requirements:

The Water Filtration Plant has identified certain pieces of equipment on which service and maintenance operations are to be performed only by qualified outside contractors as identified by the Operator:

- US Motors Water Pumps
- Overhead Garage Doors
- Generators
- Transfer switches

PERIODIC INSPECTIONS

The Water Filtration Plant will conduct a periodic inspection of the energy control procedure annually to ensure that the procedure and the requirements of the standard are being followed. The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected. The periodic inspection is conducted to correct any deviations or inadequacies identified during the inspection. Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and authorized employee, of the employee's responsibilities under the energy control procedure inspected. The Water Filtration Plant will maintain the completed inspection forms which will include the name of the machine or equipment being reviewed for energy control, the date of the inspection, the employees included in the inspection, and the person performing the inspection. See Appendix 2 for



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the Lockout/Tagout Periodic Inspection Form.



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Unauthorized Lock Removal Form

Describe the reason for removal of Lockout/Tagout Device

Name of Lockout/Tagout Device Owner

Site Location and Equipment Type

Methods used to verify the employee was not on site and was informed of the lock removal before returning to work (e.g., spoke to employee on phone)

Date and Time of Lockout/Tagout Device Removal

Print Name of Designated Authorized Person who removed Lockout/Tagout device

Signature of person who removed Lockout/Tagout device




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Lockout / Tagout Periodic Inspection Certificate

Company or Department Name:	
Internal Procedure Number (if applicable):	Last Updated:
Machinery/Equipment Name or Type:	
Persons Trained as "Authorized" for this Procedure:	
<i>Name</i>	<i>Job Title</i>
Elements of Inspection:	
1. Preparation for Shutdown - Knowledge of the type and magnitude of the hazardous energy	
2. Machine or Equipment Shutdown - Performed established procedure	
3. Machine or Equipment Isolation - All energy sources located and isolated	
4. Hazardous Energy Control Device Application - Affixed to the energy isolated device by authorized individuals	
5. Stored Energy - All potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.	
6. Verification of Isolation - Authorized employee will verify the isolation and de-energize of the machine or equipment has been accomplished.	
Certification: A check of the utilization of this procedure was performed on the following "Authorized" individuals (enter name and/or job title):	
<i>Name</i>	<i>Job Title</i>
Authorization:	
This field check was performed by the following person authorized to use this procedure and not the person being checked	
<i>Name</i>	<i>Date:</i>
Deficiencies noted during field-check (if any):	
Certification Statement:	
The inspected individuals demonstrated adequate knowledge of locking/tagging this piece of equipment. Any deficiencies noted above have been corrected and proper techniques have been verified.	
Signature of field-check Inspector:	Signature of Authorized LOTO Employee:


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Created: 6/28/2023 Revised:	Location: Lake George Water Filtration All buildings	Procedure Number: 003	
Description: General Electrical/Wiring			
Lockout Steps			
Step/Hazard	Action	Image	Verification
1. Electrical energy (110-volt, 220-volt systems)	Turn off the appropriate breakers in the correct panel box. Apply your lock and tag.		Check for residual energy with an AC sensor or voltage meter by a qualified person.

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Created: 6/28/2023 Revised:		Location: Lake George Water Filtration	Procedure Number: 002
		Description: Electric Motors	
Lockout Steps			
Step/Hazard	Action	Image	Verification
1. Electrical energy Variable voltages	Turn off the motor at the controls.		Visual
2.	Identify the appropriate breaker panel, shut off, and apply your lock and tag. Or identify the appropriate jackknife switch, shut off, apply lock and tag.		Attempt to restart the motor at the controls. Check for residual energy with an AC sensor or Voltage meter by a qualified person.
3.	For 3 phase motors shut off the unit at the variable speed drive. Apply lock and tag.		Check for residual energy with an AC sensor or Voltage meter by a qualified person.

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Created: 6/28/2023 Revised:		Location: Lake George Water Filtration	Procedure Number: 001
Description: Chemical Feed Pumps			
Lockout Steps			
Step/Hazard	Action	Image	Verification
1. Electrical energy (110 volts) Chemical splash	Turn off the pump at the controls.		Visual
2.	Unplug the pump from the wall outlet.		Attempt to restart the pump at the controls.
3.	Isolate chemical inlet and outlet and drain lines if necessary for maintenance.		

