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LEGAL AUTHORITY	6Hx23-2.903	2/18/97 Revision #97-2

6Hx23-2.903 CONTROL OF HAZARDOUS ENERGY

The Board of Trustees authorizes the President to implement and carry out the attached Control of Hazardous Energy (Lockout/Tagout) procedures in compliance with The Florida Occupational Safety and Health Act (FLOSHA) and rules adopted by the Florida Department of Labor and Employment Security, Division of Safety which reference the Code of Federal Regulations, 29 CFR 1910.147 Control of Hazardous Energy (Lockout /Tagout).

Specific Authority: 240.319(2); 240.319(3)(h); 240.319(3)(l); 442.007; 442.018; 442.019, F.S. and Chapter 38I-10 F.A.C.

Law Implemented: 442.001, F.S. The Florida Occupational Safety and Health Act of 1993; Chapter 38I-10 F.A.C. and 29 C.F.R. 1910.147.

History: Adopted 2/18/97. Effective - 2/18/97.

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Attachment to Rule 6Hx23-2.903

St. Petersburg College

Control of Hazardous Energy (Lockout/Tagout)

I. Purpose

This procedure is designed to prevent injuries or deaths caused by the unexpected start-up or energizing of machinery or equipment, or the release of stored energy which could cause injury or death. The procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that machinery or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance work.

II. Compliance

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

Failure to follow the requirements of this procedure may result in disciplinary action as provided in Board of Trustees' Rule 6Hx23-2.19 for Career Service Employees and as provided in the Rules of the Department of Education, State Board of Community Colleges, Rule 6A-14.041(6) for other College employees.

III. Lockout Procedures

A. Lockout Sequence

1. Notify all affected employees and students that servicing or maintenance is required on machinery, equipment or electrical circuits and that shut down and lockout will be necessary to perform the servicing or maintenance.
2. The employee authorized to perform the lockout shall identify the type and magnitude of the energy utilized by the machinery or equipment, review and

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understand the hazards of the energy involved to ensure he/she understands the methods required to control the energy source(s) with the lockout procedure.

3. If the machine or equipment is operating, shut it down by the normal stopping procedure, i.e., depress stop button, open switch, close valve, etc.
4. Deactivate the energy isolating device(s) to isolate the machine or equipment from the energy source(s).
5. Lock out the energy isolating device(s) with assigned lockout device(s) and lock(s). A Lockout Kit which contains lockout devices is assigned to each college site. If additional lockout devices are necessary to perform service or maintenance work, contact your supervisor before proceeding.
6. Stored or residual energy such as that in hydraulic systems, air, gas, steam or water pressure, rotating flywheels, springs under tension or compression, elevated machine members, capacitors, etc. must be dissipated or restrained by methods such as bleeding down, blocking, repositioning, grounding, etc.
7. Ensure that the machinery or equipment is disconnected from the energy source(s) by first checking that no personnel are exposed to potential danger, then verify the isolation of energy source(s) to the machinery or equipment by operating the push button, switch, or other normal operating control(s) or by testing to make certain the machinery or equipment will not operate.

CAUTION: Return operating control(s) to neutral or off position after verifying the isolation of energy source(s) supplying the equipment or machinery.

8. Attach a "DANGER" tag to the lockout device(s). The employee performing the lockout will write on the "DANGER" tag their name and location where they are performing their work.
9. The machine or equipment is now locked out and the energy source(s) isolated to protect employees performing service or maintenance from injury or death from uncontrolled hazardous energy sources.

IV. Restoring Service

A. Returning Machinery/Equipment To Service

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When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure all tools, supplies and nonessential items have been removed and that the machine or equipment components are ready to operate properly.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral or off position.
4. Remove the lockout device(s) and tag(s) and re-energize the machine or equipment.

NOTE: The removal of some forms of blocking may require re-energizing of machinery or equipment before safe removal.

5. Notify affected employees and students that the servicing or maintenance has been completed and the machinery or equipment is ready for use.

V. Authorized Lockout/Tagout Employees

A list of Facilities Services employees who are authorized to perform lockout/tagout procedures is maintained by the Director, Facilities Services. The Director, Facilities Services is responsible for ensuring this list remains current.

VI. Employee Information and Training

Prior to receiving authorization to perform lockout/tagout procedures, College employees shall participate in a lockout/tagout training program. The training shall be conducted during normal work hours and presented in a manner that provides an opportunity for the employee to obtain answers to their questions about lockout/tagout procedures, the OSHA Control of Hazardous Energy (Lockout/Tagout) Standard, and the College's Control of Hazardous Energy procedures.

A. Training Program Content

1. Explanation of the OSHA Control of Hazardous Energy (Lockout/Tagout) Standard.

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2. Explanation of the College's Control of Hazardous Energy (Lockout/Tagout) procedures which includes the following:

- (a) Purpose and scope of the procedures.
- (b) Compliance with procedures.
- (c) Lockout/tagout procedures and equipment.
- (d) Restoring service.
- (e) Lockout/Tagout authorization and authorization list.
- (f) Employee information and training.

3. Explanation of the following:

- (a) Recognition of hazardous energy sources.
- (b) Details about the type and magnitude of hazardous energy sources.
- (c) The methods and means necessary to isolate and control hazardous energy sources.

4. Training by Facilities Services supervisors shall include training employees who are not authorized to perform lockout/tagout procedures, but who work around or near equipment that will be lockedout/taggedout. This training will include the following:

- (a) Recognition of hazardous energy sources.
- (b) Details about the type and magnitude of hazardous energy sources.
- (c) How to recognize when lockout/tagout procedures are being used.
- (d) The purpose for lockout/tagout procedures and the importance of not attempting to start up or use equipment that has been lockedout/taggedout.
- (e) Documentation of this training shall be noted in the employee's personnel file.

B. Retraining

1. Retraining must be provided anytime there is a change in job assignments, a change in machines, equipment or processes that present a new hazard; a change in energy control procedures; or when circumstances indicate that employees are not following or do not understand lockout/tagout procedures.