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7-24-2012

## Lockout / Tagout Policy

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### Repository Citation

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## Lockout / Tagout Policy

### General

This policy applies to all University of Maine employees and students engaged in servicing or maintenance activities on machinery or equipment where unexpected energization, start up, or release of stored energy could result in injury or death. Stored energy includes any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

### Regulatory Guidance

OSHA 29 CFR 1910.147

### Requirements

University of Maine employees and students that conduct work or activities that are covered under this policy are required to read and adhere to the University of Maine *Lockout / Tagout Program*.

The Lockout / Tagout program requires that departments write specific procedures, when needed, to render equipment safe during servicing or maintenance activities. For pieces of equipment or machinery not already described by appendix B, C or D of the program (located on the SEM Policy/Guides web page), each department shall develop specific procedures to be included in Appendix A of the Department's copy of this program.

Servicing or maintenance work which takes place during normal production operations is not covered by this policy, unless:

- An employee or student is required to remove or bypass a guard or other safety device; or
- An employee or student is required to place any part of their body at or near the point of operation or where an associated danger zone exists during a machine's operating cycle.

The Lockout program does not apply to work on cord and plug connected electrical equipment, for which exposure to hazards is controlled by unplugging the equipment or machine from its electrical energy source. Employees performing servicing or maintenance on cord and plug equipment or machinery must meet or follow these guidelines:

- To qualify for the provisions of this appendix, all hazards associated with the unexpected energization or activation of the equipment or machinery need to be eliminated by solely unplugging the equipment or machinery (the only power source); and
- The person performing the servicing or maintenance must unplug the equipment prior to beginning their work; and
- The plug end must remain under the exclusive control of the employee performing the servicing or maintenance. This can be accomplished by keeping the plug end in sight and within close proximity.

Employees or students performing diagnostic work on energized circuits should refer to the University of Maine *Electrical Safety Policy*.

## Training

Employees who perform lockout procedures are required to receive training prior to engaging in their work. Training is conducted by SEM or authorized individuals within their Department.

Re-training is required whenever there is a change in job assignments, change in machines, equipment or process, or whenever there is a change in the lockout procedures; whenever employees are unfamiliar with lockout procedures; or whenever there is reason to believe that an employee has not followed required lockout procedures.

## Responsibilities

### Safety & Environmental Management (SEM)

- Provides guidance to supervisors on how to implement Lockout / Tagout procedures.
- Provides LOTO training for employees to fulfill their responsibilities under the LOTO Program.

**Deans, Directors, & Department Heads** are responsible for ensuring that specific Lockout procedures are developed for equipment or machines not covered by Appendix B, C or D that are serviced by their employees.

Each department is required to perform an annual self-audit of the Lockout procedures utilized within their department.

**Supervisors** who have employees engage in servicing or maintenance of machines or equipment shall ensure that employees:

- Follow Lockout procedures, as outlined in Appendices B, C, and D where applicable, or
- Follow specific Lockout procedures developed by the department performing the servicing or maintenance (Appendix A).
- Ensure employees authorized to perform Lockout / Tagout receive LOTO Training that includes each Equipment Specific LOTO Procedure that the employee is authorized to use, service, or maintain.

**Employees** who perform servicing or maintenance on machines or equipment may only perform work for which they have been specifically authorized by their supervisor. Employees who perform Lockout / Tagout of equipment are required to attend training and follow General or Equipment Specific Lockout procedures, as appropriate.

**Students** who perform tasks that require lockout / tagout must be specifically authorized by their instructor and supervised by a competent person to ensure compliance with all of the requirements of this policy. This authorization should be documented.

**Purchasing Department** is required to verify that outside contractors have a Lockout program in place; and ensure that contracts include provisions requiring the University (department) and the contractor to inform each other of their respective Lockout programs and procedures.

## Definitions

**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 isolation device in a safe position and prevent the energizing of a machine or equipment.

**Normal Production Operations:** The utilization of a machine or equipment to perform its intended production function.

**Servicing and/or Maintenance:** Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or removing jams of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the **unexpected** energization or startup of the equipment or release of hazardous energy.

**Tagout:** The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed. Tags must be used in conjunction with lockout devices.

## For Additional Information

Contact your Department Safety Coordinator or Safety and Environmental Management at 207/581-4055.

*The University of Maine Lockout / Tagout Program*

*The University of Maine Electrical Safety Policy*

Review the OSHA web site at: <http://www.osha.gov/>

## Document History

Date originally published: 07/22/2002