

City of Oak Harbor
Public Works Department

LOCKOUT / TAGOUT POLICY

In accordance with WAC 296-24-110, the purpose of this policy is to ensure that all authorized maintenance personnel shall be informed of the lockout/tagout procedures in order to prevent injury to the employee and damage to equipment and/or machinery.

This policy applies to all equipment that has a potential hazard of unexpected energizing, start up or release of stored energy.

All authorized personnel shall be assigned their own color coded lock and key. The supervisor of each division shall be the only other person with access to employee keys (in the event something should happen to the employee).

Authorized or designated employees must perform lockout/tagout procedures for each piece of equipment or machine. If more than one employee is assigned to a task, each shall be required to put his or her lock onto a multi-lock device.

LOCKOUT PROCEDURES ARE AS FOLLOWS:

1. Notification of affected employees.
2. Preparation for shut down.
3. Shut down of equipment.
4. Isolation of energy sources.
5. Affix a safety lockout device.
6. Verify that accumulated energy no longer exists prior to start of work.

REMOVAL OF LOCKOUT DEVICE PROCEDURES ARE AS FOLLOWS:

1. Inspect work area.
2. Ensure that tools or non-essential items are removed from equipment and work area.
3. Notification of affected employees.
4. Removal of lockout device - only by persons who installed the device.
5. Re-energize in a safe manner.

Authorized employees should have adequate training as to type and magnitude of energy in the work place, as well as methods for isolation and control of energy sources.

Periodic inspection conducted by division supervisors to ensure procedures and requirements are being followed.

Electrical circuits in the confined area which may present a hazard shall be disconnected, locked out and tagged, in accordance with WAC 296-62-14513.

All temporary lights shall be protected against damage and cords shall be heavy duty and kept clear of working spaces and walkways. Only low voltage, battery operated, or ground fault protected equipment shall be used on water-sides of boilers or when electrically conductive liquids are involved.

Electric supply circuits, lighting, portable tools, and other equipment used where potentially hazardous concentrations of flammable vapors, gases or dusts are present or may develop shall conform to the current National Electric Code requirements.

Portable electric tools shall be grounded or isolation transformers, ground fault interrupters or double insulated tools shall be required.