

COUNTY OF VENTURA	2012	GENERAL
	EMPLOYEE HEALTH & SAFETY MANUAL	
Originating Agency: GSA	Last Issued Revised	Policy No. 1D
Policy: GSA	8/6/2012	LOCKOUT/TAGOUT PROGRAM FOR THE CONTROL OF HAZARDOUS ENERGY
Forms: LOTO PERMIT LOTO PROCEDURES AUDIT LOTO SOP TEMPLATE		

I.0 POLICY

- 1.1 Introduction. The objective of the GSA Injury and Illness Prevention Program (IIPP) is to provide GSA employees with places and conditions of employment in which the risk of potential hazards is minimized. This Lockout /Tagout (LOTO) Program is an integral part of that effort. This LOTO Program applies practices and procedures during operations to disable machinery or equipment in order to prevent the release of potentially hazardous energy while maintenance, servicing, or other activities are being performed.
- 1.2. Controlling Regulations The legal requirements for developing, implementing, and maintaining this LOTO Program are found in Title 8 of the California Code of Regulations (T8 CCR) § 3314.
- 1.3 Policy Statement
1. All workers must be protected from injuries caused by the unexpected or incidental energizing or start up of machines or equipment, or release of stored energy during service, repair, maintenance, operation, and associated activities.
 2. This LOTO Program establishes minimum performance requirements for the control of such potentially hazardous conditions. This is to be done by locking out and tagging out energy isolating devices or otherwise disabling systems to prevent unexpected energizing, start-up or release of stored energy.
 3. Except as noted in the following section 4.c, the repairing and/or maintaining systems during normal on-going operations are also covered by this policy if:
 - a. A worker is required to remove or bypass a guard or other safety device; or
 - b. A worker is required to place any part of his or her body into or near an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.
 4. To the extent approved by GSA Management in written procedures, this policy does not apply to the following:
 - a. Minor tool changes and adjustments, and other minor servicing activities that take place during normal on-site operations, provided they are routine, repetitive, and integral to the use of the system as long as the work is done using prescribed alternative measures approved by GSA Management in written procedures for the subject job task.

- b. Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energizing or start up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the worker doing the work.
- c. Work on a system that cannot be shut down, provided that:
 - (1) Continuity of the service provided by the system is essential;
 - (2) Shutdown of the system will impair the continuity of the essential system; and
 - (3) Special equipment is provided and/or special protective procedures are documented and followed that will provide the affected worker/s the same level of protection that would be provided by a LOTO procedure.

1.4 Policy Deployment

- 1. This LOTO Program is the base guide by which all our employees are to meet GSA's commitment to occupational health and safety as expressed in the GSA IIPP. In those cases where this LOTO Program or its implementation conflicts with the GSA IIPP, any other County program pertinent to operations, or T8 CCR § 3314, the one that is more restrictive, as determined per GSA IIPP procedures, shall apply.
- 2. This LOTO Program is an addendum to the GSA IIPP, and should be read, understood, and implemented within that context. Except as otherwise detailed herein, this LOTO Program is to be managed, maintained, and continuously improved per the GSA IIPP.

2.0 DEFINITIONS

For purposes herein, unless the context otherwise requires, the following definitions shall apply:

"Affected Employees" means those employees whose assigned job tasks require them to do the following:

- 1. Operate or use a machine or equipment on which servicing or maintenance is being done,
- 2. Work in an area where servicing or maintenance is being done, or
- 3. Enter a space where LOTO devices and procedures are being used to prevent entry.

"Authorized Employee" means those employees authorized, qualified, and trained to perform LOTO procedures.

"Blockout" refers to a device that physically prevents the operation or dissipation of the energy from all stored energy devices that present a hazard, such as capacitors or pneumatic, hydraulic, spring-loaded, and like mechanisms (see Mass Isolating Device).

"Energy Isolating Device" refers to a mechanical device that physically prevents the transmission or release of energy, including but not limited to the following:

- 1. Manually operated electrical circuit breaker
- 2. Disconnect switch
- 3. Manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, also, no pole can be operated independently

4. Line valve
5. Block
6. Any other similar device used to block or isolate energy

Note: Push buttons, selector switches, and other control circuit type of devices **are not** acceptable as an Energy Isolating Device.

“Lockout” means the placement of a Lockout Device, which will result in effective isolation or securing of prime movers, machinery and equipment from mechanical, hydraulic, pneumatic, chemical, electrical, thermal, or other energy sources.

“Lockout Device” refers to a device that uses a positive means such as a lock to hold a mass energy-isolating device in a “safe” position and prevent the energizing of the machine/equipment.

“LOTO Kit” refers to tool box of LOTO supplies and contains, at least:

1. Lock hasp
2. Ten 5"x10" LOTO tags
3. Two F&M approved padlocks with only one key for each lock
4. Approved specialty locks/blocks to be signed out from GSA Supply

“Mass Isolating Device” refers to a mechanical device that physically prevents the transmission or release of a liquid, gas, powder, granule or other physical matter, including but not limited to line valve, blank flange, bolted slip blind, or a block.

“Primary Authorized Employee” is an Authorized Employee that, in a multi-lock LOTO situation, affixes his/her personal Lockout Device first to a multi-lock accepting device and removes same last at the end of a LOTO.

“Servicing and/or Maintenance” refers to activities such as constructing, installing, setting up, cleaning, adjusting, altering, inspecting, modifying, reconditioning, replacing, servicing, and maintenance. These also include lubrication, cleaning, painting, or unjamming of machines and making adjustments or tool changes. Any activity that may expose an employee to unexpected energization of machinery or accidental release of hazardous energy is included.

“Tagout” refers to the placement of a Tagout Device on an energy-isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the Tagout Device is officially removed.

“Tagout Device” means a conspicuous warning device such as a tag (also called a LOTO tag), which is securely fastened to a mass or energy-isolating device to indicate that they are being controlled and may not be operated until the Lockout Device is officially removed.

“Work Crew” means two or more Authorized Employees engaged as a team on a common job task under a single on-site supervisor who is a member of the team.

“Work Crew Supervisor” means an Authorized Employee that is vested with the responsibility for the members of a particular Work Crew performing work during a LOTO. The Work Crew Supervisor shall LOTO for the entire Work Crew as if the Work Crew was a single individual.

3.0 ROLES AND RESPONSIBILITIES

3.1. General This section expands and amplifies the roles and responsibilities contained in the GSA IIPP as they relate to this LOTO Program.

3.2 Management and Supervisory Personnel

1. Make certain that sufficient LOTO equipment (padlocks, tags, signs, chains, wedges, blocks, etc.) is made available to each Authorized Employee.
2. Only allow Authorized Employees to do jobs covered by this LOTO Program.
3. Create an inventory of machines, equipment, and the activities conducted on them, during which LOTO protection will be needed.
4. Create a library of specific, written LOTO procedures for each item in the inventory. See Standard Operating Procedures Lock out Tag Out template.
5. Ensure that employees likely to conduct hazardous servicing and maintenance jobs are adequately trained in the LOTO process and provided refresher training annually.
6. Conduct periodic audits to assure that LOTO procedures are being followed when needed. See LOTO Procedures Audit.
7. The list of Authorized Employees may include Maint. Engineers, Building Equipment Utility Workers, Heating/AC Mechanics, Plumbers, Electricians, Maint. Welders, Heavy Equipment Technicians, Recreation Services GSA Maint. Workers III, and Graphic Technicians.
8. Ensure that non-compliance of any provision this LOTO Program by any employee is managed per the disciplinary measures found in the GSA IIPP.

3.3 Authorized Employees

1. Attend initial and annual training on the subject when offered.
2. Be familiar with the hazardous conditions presented by different systems and the use of LOTO equipment along with the specific procedure/s to be used.
3. Obtain a properly issued LOTO Permit before doing any job task requiring LOTO. APPENDIX.
4. Use the prescribed LOTO procedure for the specific type of equipment and/or job task.
5. If doing work beyond one shift under a LOTO Permit, follow notification procedures.
6. Do not loan personal LOTO keys to anyone, nor duplicate them. *Each LOTO lock is to have only one key.*
7. Report a key loss to the supervisor promptly. *If the loss is discovered during an active LOTO Permit, stop work, secure the area around the allied LOTO lock, and promptly notify the area supervisory and/or the GSA Authorizing Supervisor who signed the LOTO Permit.*

3.4. All Other Employees

1. Be aware of this LOTO Program.
2. Comply with the restrictions set during a lockout procedure.
3. *Do not* try to start, energize, or use a machine that has been locked out.
4. *Do not* defeat the LOTO process.

4.0 GENERAL PROCEDURES – SINGLE WORKER

4.1 General This set of general LOTO procedures applies to all Authorized Employees working alone on any job task requiring LOTO.

4.2 Preparing for Shutdown

1. LOTO Permit.
2. F&M Authorized Employees. Obtain a verbal LOTO Permit Number by contacting F&M Dispatch and providing, at minimum, the work location, the start time and estimated stop time, and the LOTO procedure to be used.
3. Other Authorized Employees. Review and have LOTO Permit signed by the controlling GSA F&M Authorizing Supervisor.
4. Before turning off a machine, get to know the type and magnitude of the energy to be controlled and the method to control it.
5. Inform the operator and the supervisor of the condition of the apparatus.
6. Inform all employees likely to be affected by the apparatus shutdown or by being in the proximity that the apparatus is being shut down.
7. Inform the facility supervisor about the initial LOTO, expected repair, LOTO schedule, and the final removal of the LOTO.
8. If the LOTO is to continue past the current shift, request that the on-shift supervisor notify the next-shift supervisor of the on-going LOTO conditions.
9. If the LOTO is to go over 24-hrs, tell F&M Dispatch to add in "Passdown" information.

4.3 Shutdown Process

1. Post a LOTO tag (i.e., Tagout Device) on the machine.
2. Turn off or shut down the apparatus per its normal procedures.
3. For stored energy sources (e.g., in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, water pressure etc.), dissipate or restrain the energy by methods such as grounding, repositioning, blocking, bleeding down, etc.
4. Switch off the power source of the apparatus and lock it out.

4.4 Use of LOTO Tags

1. Use a new LOTO tag for each job.
2. Describe the work being done on the LOTO tag.
3. Remove the LOTO tag only after all servicing/maintenance work is completed.
4. Only the Authorized Employee who posted the LOTO tag is to remove it.
5. Place the LOTO tag to clearly prohibit the transfer from "safe" or "off" position.
6. *Do not* use a LOTO tag in lieu of a Lockout Device unless the latter cannot be used and a written variance (with allied work procedures and training therein) has been obtained and approved by the F&M Facilities Engineer and Risk Management.

7. If the LOTO tag cannot be placed on the Lockout Device, post it at a conspicuous location as close as safely possible to the Lockout Device.

4.5 Use of Lockout Devices

1. Place mass and energy isolating devices such that they isolate the machine from the mass and energy sources.
2. Only an Authorized Employee will affix a Lockout Device.

4.6 Verification of Isolation

1. Ensure that no other person is exposed to the hazard when operation is started.
2. Verify that the lockout is working and effective by trying to operate the machine by normal methods ensuring that it does not start and that all energy sources have dissipated or been restrained/blocked. Use appropriate test equipment and/or visual inspection to verify that the stored energy sources have been effectively isolated. If it appears that stored energy could possibly re-accumulate to a hazardous level, include in the procedures a specification that covers the frequency that the lockout needs to be verified during the LOTO period.
3. Return the machine to neutral or off position.

4.7 Work Activity

Only after verification of isolation has been done may work on the apparatus start.

4.8 Release from LOTO

Only after verification of isolation has been done may work on the apparatus start.

4.9 LOTO Transfer

If work being done under a LOTO Permit is to pass to another Authorized Employee, the off-going Authorized Employee shall tell F&M Dispatch that the current LOTO Permit will be ended and that the on-coming Authorized Employee will start a new LOTO Permit without a time gap. F&M Dispatch will issue a new LOTO Permit number for the on-coming Authorized Employee. All LOTO devices affixed by the off-going Authorized Employee shall be removed and immediately replaced with like LOTO devices by the on-coming Authorized Employee. The on-coming Authorized Employee shall tell F&M Dispatch when this transfer took place, which is the stop time for the old LOTO Permit and the start time for the new LOTO Permit.

4.10 Removal of LOTO Devices Under Unusual Circumstances

1. To be done only after a knowledgeable Senior Manager has done the following:
 - a. Verified that the Authorized Employee who set the LOTO devices is not at the facility;
 - b. Made all reasonable efforts to contact the Authorized Employee to advise that the Lockout Device is to be removed; and

- c. Ensures that the Authorized Employee will have this knowledge before s/he resumes work at that facility.
2. The Senior Manager may only remove the Lockout Device in the presence of another suitably trained Authorized Employee.
3. The removal of locks shall be by the use of a bolt cutter.
4. The Senior Manager will double check to ensure that the Lockout Device is safely removed and that the machine can be started or the space can be entered safely.
5. The Senior Manager shall document the removal and the reasons why it was not possible to wait for the Authorized Employee who applied the LOTO devices initially.
6. After removal of the LOTO devices, the Senior Manager shall notify all Affected Employees before placing the machine into service.

5.0 GENERAL PROCEDURES – TWO OR MORE WORKERS

5.1 Group LOTO When more than one worker (working alone or in a Work Crew) is to LOTO the same energy source(s) during the same time period as noted in the LOTO Permit, they shall use procedures that accord each worker the same level of protection as detailed in § 4, General Procedures – Single Worker. In these cases, a written LOTO Permit is to be generated using the attached “Lockout/Tagout (LOTO) Permit” form.

5.2 Multi-Locks

1. The Primary Authorized Employee identified in the LOTO Permit first applies a multi-lock accepting device to the energy-isolating device and appropriate LOTO tag.
2. The Primary Authorized Employee affixes his/her personal Lockout Device to the multi-lock accepting device first.
3. Each Authorized Employee then affixes his/her personal Lockout Device to the multi-lock accepting device.
4. Work can only begin once all of the Authorized Employees listed on the LOTO Permit have affixed their personal Lockout Device to the multi-lock accepting device.
5. Only the Authorized Employees listed on the LOTO Permit shall work on or come into contact with the subject machinery or equipment during LOTO.
6. Each Authorized Employee removes his/her personal Lockout Device to the multi-lock accepting device as the work is completed.
7. The Primary Authorized Employee shall be the last one in the group to remove his/her personal Lockout Device from the multi-lock accepting device per the general procedures for such removal as found in § IV.H and the LOTO procedures referenced in the LOTO Permit.

5.3 Crew Lock In certain incidences, it may be advisable for a Work Crew to be covered under a single Lockout Device referred to herein as a Crew Lock. In these incidences, all or a subset of the Authorized Employees listed on the LOTO Permit maybe members of a Work Crew. If the GSA Authorized Supervisor who signed the LOTO Permit finds it advisable for a Work Crew to operate under a Crew Lock, the following rules apply:

1. Designating the Primary Authorized Employee
 - b. If more than one Work Crew is listed on the LOTO Permit, the GSA Authorized Supervisor who signed the LOTO Permit shall be designated the Primary Authorized Employee.

- c. If a single Work Crew and other Authorized Employees are listed on the LOTO Permit, the Work Crew supervisor shall be the Primary Authorized Employee.
 - d. If a single Work Crew and no others are listed on the LOTO Permit, the Work Crew supervisor shall be the Primary Authorized Employee.
2. Work Crew Supervisor. The designated Work Crew Supervisor, with full knowledge and permission of each member of the Work Crew, shall LOTO for the entire Work Crew as if the Work Crew was a single individual. It is the full responsibility of the Work Crew Supervisor to carry out all of the steps called for in the subject LOTO procedures and to inform each member of the Work Crew individually when it is safe to begin work on the subject system. The Work Crew Supervisor shall not remove the Crew Lock until the Work Crew Supervisor has personally verified that each member of the Work Crew is clear.

6.0 GENERAL PROCEDURES -- CONTRACTORS

Anytime that a contractor's work on County premises requires the application of LOTO procedures, the following shall apply to that part of the contractor's scope of work.

1. As part of the contractor's required site-specific IIPP, the County's contract administrator or Project Manager shall ensure that the contract requires the contractor's LOTO procedures to be used on County premises conform to the applicable CCR and/or this LOTO Program, whichever is more restrictive as they apply to the contemplated procedures.
2. The contractor shall be given a copy of this LOTO Program during pre-job contract activities.
3. The contractor shall be required to cooperate with the LOTO Permit by having their subject employees sign as AEs and comply with the conditions therein. Unless otherwise provided for in the contract between the parties, the contractor is to work within the meaning of Cal/OHSA's definition of a Multi-Employer work site, i.e., the contractor is fully responsible for the health and safety of its employees while working on County premises.
4. All contractor LOTO work on County premises under the control of GSA shall be per LOTO Permit signed by the controlling GSA Authorized Supervisor. Contractor LOTO work shall not be allowed without such LOTO Permit.

7.0 TRAINING

1. Each employee will be LOTO trained before being allowed to work under LOTO procedures.
2. Each training session attendee shall sign a sign-in sheet affirming their attendance.
3. All training will be recorded and the records maintained per the GSA IIPP.
4. New employees who may use or be affected by LOTO procedures will be trained during the LOTO training in the details of LOTO and their responsibilities in the LOTO process.
5. All Authorized Employees shall be re-trained in LOTO procedures at least annually.

8.0 RECORD KEEPING

Each Building Maintenance Office shall, at minimum, maintain the following records:

1. Updated list of all machines, equipment and processes that may require LOTO for their safe operation, repair, and maintenance.
2. Specific LOTO procedures for each machine/equipment.
3. Checklists and LOTO permits for the purpose of documentation.
4. Names of authorized employees and their supervisors.
5. Locations of LOTO kits and supplies.
6. Certification of periodic inspections and allied reports and forms.

9.0 INSPECTIONS

Inspections hereunder shall be as required in the GSA IIPP and as set forth in the following.

1. Periodic inspections (at least annually) must be conducted by an authorized inspector other than the one performing LOTO and energy control procedures. The inspector shall review the procedure with each Authorized Employee and their responsibilities during the procedure.
2. The Manager shall certify that the periodic inspections have been performed.
3. The certification shall contain at least the identification of the machine, equipment or space on which the LOTO procedures were performed, the inspection date, and the names of employees included in the inspection.

LOCKOUT / TAGOUT (LOTO) PERMIT

County Of Ventura / GSA / F&M

Permit No.:

Work Location	Date	Time (24-hr clock)			
		Issued	Start	Stop	Expires

LOTO procedure that this permit applies to:

Permit is issued to the following Authorized Employees (AE)

1. If a County employee is on the AE list, the Primary Authorized Employee (PAE) must be a County employee.
2. If there is only one AE covered under this permit, that AE is the PAE.
3. If one or more of the AEs listed are to be part of a Work Crew covered under a Crew Lock, identify each member of the Work Crew by a common letter (e.g., "A") and identify the designated Work Crew Supervisor by checking the "Work Crew Super" column. Otherwise write "NO" in the "Work Crew" column. Leave no blank "Work Crew" box next to a listed AE.
4. If one or more Work Crews, the PAE is to be designated per § V.C of the LOTO Program.
5. The F&M Facilities Engineer's approval is also required if a Work Crew is indicated or if the AE list includes both County employees and non-County employees.

	Work Crew	Work Crew Super	Print Name	Organization	Signature
PAE					
AE					

6. By signature, the PAE is confirming that they are a PAE within the meaning of the County of Ventura GSA Lockout / Tagout Program as it applies to the LOTO procedure to which this permit applies.
7. By signature, each AE is confirming that they are an AE within the meaning of the County of Ventura GSA Lockout / Tagout Program as it applies to the LOTO procedure to which this permit applies. This LOTO Permit is not complete until every AE listed has signed in the "Signature" box next to their name.
8. Use back of this form if more room is needed.

GSA F&M Authorizing Supervisor

Print Name	Signature

F&M Facilities Engineer (see item 5 above)

Print Name	Signature

