

Lockout / Blockout Policy

University of California, San Diego

Purpose

This policy establishes specific written procedures for the protection of personnel from injury due to unexpected energization of equipment during service, operation, and repair. This will be accomplished by isolating the energy source serving the equipment in question, and apply a lockout / blockout device to the equipment and/or energy isolating control device. Multiple energy sources will require isolation and lockout/ blockout of each source individually.

Scope

This policy applies to all operations and maintenance activities involving hazardous machinery and/or energy sources (electrical, hydraulic, pneumatic, mechanical, thermal, chemical, nuclear, etc.). In this context, hazardous implies the ability to kill or injure personnel in the affected area.

Responsibility

Supervisors will provide all necessary equipment for performing the operation or maintenance duties safely, as well as all safety locks, keys, tags, and training to ensure the safety of employees. Supervisors will survey all hazardous energy sources, and implement this procedure for lockout / blockout at each location. Supervisors will periodically inspect for compliance with this policy, enforce its provisions, and maintain the necessary documentation of training, lock issue, etc. Employees will be responsible for knowing and following the procedures contained in this policy.

Authorization

California Code of Regulations Title 8, Section 3314
Code of Federal Regulations Title 29, Section 1910.147

Procedures

1. Prior to performing maintenance or service on equipment energized by a hazardous energy source that can endanger personnel, the energy isolating mechanism or mechanisms must be identified. After turning off all operational controls, the energy source or sources must then be isolated (disengage power at a breaker or disconnect switch, close shut-off valve, etc.) by an authorized employee knowledgeable in the specific hazards of the equipment being serviced. Note: Push buttons, selector switches, and other control-circuit type devices are not energy isolating devices.
2. If a lock can be applied to the energy-isolating device in the closed position, the authorized employee who will perform the maintenance or be exposed to the danger must apply one. In addition, a sturdy, prominent tag that states "Danger – Do Not Operate" must also be applied to the energy-isolating

device. The tag must also identify the department, employee, and date the lockout was initiated. If a lock cannot be applied, then the tag described above will suffice. However, take any other feasible precautions to afford protection that approaches lockout level. A second tag must also be applied to the equipment being serviced in a position that is immediately obvious to personnel who might attempt to operate the equipment.

3. Locks must be sturdy with individual keys. Sharing of keys is not allowed. A spare key is acceptable if stored in a supervisor's area for emergency use only. In addition, the locks must be conspicuous, easily recognized between all service personnel as lockout / blockout devices, and used for no other purpose.
4. Any stored energy in the equipment being serviced must be safely discharged and all moving parts returned to a safe resting position. Use appropriate blocks if a hazard still exists from equipment cycling or gravity.
5. Test the effectiveness of the lockout by attempting to operate the equipment while de-energized.
6. After maintenance is complete, clear all personnel and tools from the hazardous area and verify that all operational controls are in the off position. The lock and/or tag on the energy-isolating device can then be removed, but **only by the employee who applied them**. For shift changes or other unique applications, adopt an official method for transferring responsibility for lock removal to the incoming employee.
7. Engage energizing device or devices for normal operation.

Special Provisions

1. For complex systems, use a written checklist to ensure proper steps are taken for lockout, clearance, and startup.
2. For work involving more than one employee, use a hasp or other device that can accept numerous locks – one from each individual performing work on the equipment. Energization is not allowed until each employee removes his or her particular lock.
3. For work involving outside contractors working with UCSD employees, inform a responsible employee from each firm about this policy and require its application.
4. For equipment that must be serviced while energized, a written procedure must be adopted that affords effective protection to the personnel performing the work. Supervisors must supply any special tools required to ensure this protection.
5. The only exception to this policy is for equipment that has no stored energy, and can be de-energized from one point source that is under the direct control of the employee performing the repairs (i.e., an electrical cord that can be unplugged and kept at an employee's feet during repair).

Address questions about this policy to UCSD Environment, Health & Safety, General Safety Division, (858) 534-3660.

Lockout / Blockout Training
University of California, San Diego

Employee name _____

Employee number _____

Department _____

Supervisor _____

Date of training _____

I have reviewed the UCSD Lockout / Blockout Policy and received training in its implementation. Specific hazards were discussed for the equipment I am expected to operate or repair, and unique lockout procedures were addressed. I have been instructed where to obtain all of the necessary safety tools and lockout equipment.

Equipment covered: _____

Special notes: _____

Signature of employee: _____

Signature of supervisor: _____