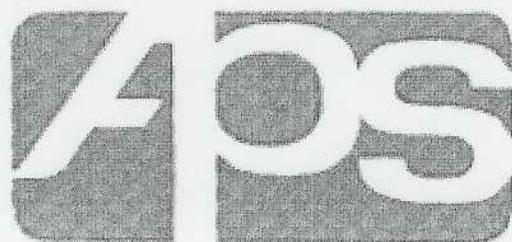


***ALBUQUERQUE
PUBLIC SCHOOLS***



**CONTROL OF
HAZARDOUS ENERGY
PROGRAM**

Risk Management Department

August, 2006



**CONTROL OF HAZARDOUS
ENERGY PROGRAM**

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ALBUQUERQUE PUBLIC SCHOOLS

CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT) PROGRAM

I. PURPOSE

To aid in protecting employees and students and to comply applicable State and Federal laws and standards, the Albuquerque Public Schools has developed this **Control of Hazardous Energy Program**. This program serves as the district's written processes and procedures to prevent or minimize the potential for injury during service or maintenance activities on machinery, equipment and circuits. The risk of injury is reduced by the application of locks and/or danger tags which prevents the unexpected release of operating or stored energy.

This program is intended to meet the requirements of the OSHA standard for The Control of Hazardous Energy (Lockout/Tagout), Title 29 Code of Federal Regulations (CFR) Part 1910.147. This standard addresses the practices and procedures necessary to disable machinery or equipment, thereby preventing the release of hazardous energy while employees perform servicing and maintenance activities. In addition, 29 CFR Part 1910.333 sets forth requirements to protect employees working on electric circuits and equipment.

II. SCOPE

The Control of Hazardous Energy Program applies to those employees whose jobs require them to operate or use machine/equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires them to work in an area in which such servicing or maintenance is being performed. This specifically includes Maintenance & Operations staff.

This program shall be available to contractors' personnel and to regulatory agencies when requested. This program is designed to be evaluated and updated annually. The Risk Management Department is responsible for conducting the evaluation and update.

III. DEFINITIONS

Affected employee. An employee whose job requires him/her to operate or use machine/equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

Authorized employee. A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An "Affected"

employee becomes an "Authorized" employee when that employee's duties include performing servicing or maintenance covered under this section.

Capable of being locked out. An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

Energized. Connected to an energy source or containing residual or stored energy.

Energy isolating device. A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

Energy source. Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

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 isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

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 unjamming 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.

Setting up. Any work performed to prepare a machine or equipment to perform its normal production operation.

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.

Tagout device. A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to 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.

IV. RESPONSIBILITIES

- A. Affected, Authorized and Qualified employees shall receive training in the significance of the lockout/tagout program and how to apply procedures outlined therein. Training shall be conducted by the employee's Supervisor and must include:
 - 1. Aspects of the energy control program;
 - 2. Elements of the energy control procedure relevant to the employee's duties or assignment;
 - 3. The various requirements of the OSHA standards related to lockout/tagout.
- B. The respective Supervisor responsible for the operation and the use of affected equipment shall ensure only "Qualified" employees are authorized to lockout or tagout machinery or equipment.
- C. Support personnel, such as custodial staff and service personnel, performing duties in the immediate area of the equipment shall be informed of the lockout/ tagout program and the necessary precautions to observe while in the area.

V. APPLICATION

- A. Employees performing service and/or maintenance on equipment/machines are subject to lockout/tagout when any of the following conditions occur:
 - 1. The employee must remove or bypass a machine guard or other safety device, resulting in exposure to hazards at the point of operation (operating area); or
 - 2. The employee is required to place any part of his/her body in contact with the point of operation of the machine or piece of equipment; or
 - 3. The employee is required to place any part of his/her body in any danger zone associated with the equipment or machine operating cycle; or
 - 4. The employee would directly contact energized equipment or circuit parts with any part of his/her body or indirectly through some other conductive object; or
 - 5. When installing and/or repairing electrical circuits, power transmission equipment or high pressure lines where the means of disconnect are not in view and in the immediate vicinity of the employee performing work.

- B. Lockout/Tagout Devices
1. Devices must be authorized for the particular equipment or machinery and must be durable, standardized, and substantial.
 2. Devices must identify the individual user.
 3. Tags are to be affixed to energy isolating devices for warning and information regardless of whether a lock is used or not. Tags are essentially warning devices and do not provide the physical restraint on energy isolating devices that is provided by a lock.
 4. A tagout system shall be used only if the energy isolating device cannot be locked out.
 5. When machinery or equipment lacking an energy isolating device undergoes major repair, renovation or modification, an energy isolating device that can be locked out shall be installed.
- D. The affected Supervisor shall maintain a list of employees authorized to perform lockout/tagout. The list shall indicate each employee's assigned color-coded padlock along with his/her signature.
- E. Only the employee who applied a lockout/tagout device is authorized to remove it.
- F. These exceptions apply to lockout/tagout:
1. Lockout/tagout is not required where employees perform minor tool changes, adjustments or troubleshooting which take place during normal production operations if they are routine, repetitive, and integral to the use of the equipment.
 2. Certain service and/or maintenance operations must be performed with the power on. Supervisors shall ensure that only "Qualified" employees perform operations where a power-on condition is essential. Examples are:
 - a) Making fine adjustments to the equipment; or
 - b) Certain aspects of troubleshooting, requiring the person to correctly identify the source of the problem and then to check to ensure the defect is corrected.
 3. Energized equipment or circuit parts that operate at less than 50 volts to ground need not be de-energized if there will be no increased exposure to electrical burns or to explosion due to electric arcs.