

2018

MCW's Control of Hazardous Energy Program

- Lockout Tagout Program

This document is MCW's written program for managing the lockout and tagout of hazardous energy, and identifies roles and responsibilities for MCW employees, as well as contractors that may work at MCW on a periodic or ongoing basis.





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I. PURPOSE

The “Control of Hazardous Energy” OSHA standard ([29 CFR 1910.147](#)), is also known as the Lockout/Tagout Standard), and provides the minimum requirements for lockout/tagout (LOTO) of hazardous energy whenever maintenance or servicing is performed on machines or equipment. OSHA requires all employers subject to the LOTO standard to establish a program, whereby certain procedures are used for affixing appropriate lockout devices or tagout devices to energy-isolating devices; and to otherwise disable machines or equipment to prevent unexpected energization, start-up, or release of stored energy in order to prevent injury to employees.

LOTO procedures must be used whenever a machine or equipment is capable of storing energy; or where the unexpected energization or start-up of the machine or equipment may cause injury. Energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

II. SCOPE

MCW provides a safe campus environment for all employees, students, and guests. This program applies to the control of hazardous energy during servicing and/or maintenance of machines and equipment if an employee is:

- Required to remove or bypass a guard or other safety device (whereby the unintentional start-up of the equipment could cause injury);
- Required to place any part of his/her body into or near a machine’s point of operation, or the danger zone associated with the machine’s operation;
- Clearing blocked or jammed equipment; or
- Placing any part of their body into an area on a machine or piece of equipment where work is being performed at or upon the point of operation; or when an associated danger zone exists during a machine operating cycle.

Some examples of equipment/machines that may be subject to this LOTO program during service, maintenance, or set-up configuration may include:

- Condensate lines
- Power tools, such as lathes and saws
- Autoclaves
- Heating, ventilating and air conditioning (HVAC) systems
- Pneumatic tools
- Miscellaneous fans, motors, etc.

Not all equipment or machines are subject to LOTO program requirements. The following applications are not covered by this LOTO program:



- In general, equipment that does not store energy and can be readily disconnected from its energy source by removing a key, or unplugging a cord from the wall, is not subject to these program requirements;
- Minor tool changes and adjustments, which take place during normal production operations, if they are routine, repetitive, and integral to the use of the equipment for production (provided that the work is performed using alternative measures which provide effective protection);
- “Hot tap” operations involving transmission systems from substances such as gas, steam, water, or petroleum when they are performed on pressurized pipelines. However, it must be demonstrated that continuity of service is essential, shutting the system off is impractical, and special equipment is used which provides effective protection. This work is only done with permission from the Sr. Director of Campus Operations.

This program does not apply to work conducted on high voltage electrical supply and distribution systems. This work is conducted by the utility, using specialized tools, equipment, and procedures.

Contractors are required to develop, implement, and maintain their own LOTO program when conducting work for MCW.

III. DEFINITIONS

Affected employee - An employee whose job requires him/her to operate or use a machine or 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.

Hot tap - A procedure used in the repair, maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

Group Lockout (multiple people/multiple locations; or multiple people/one location) – there are two ways to conduct a lockout when it involves multiple individuals working on the same equipment.

- **Group Lockout – One location** – when multiple individuals are working on one locked out location, a hasp is placed on the lockout device, and each AE working under that lockout attaches a personal lock to the hasp. The equipment cannot be reenergized until everyone's lock is removed from the hasp.
- **LOCK-OUT BOX - Multiple People/Multiple Locations** – See definition below.

LOCK-OUT BOX – Lockbox specific for individual buildings, used when multiple locations and multiple people are involved; each LOCK-OUT BOX is uniquely labeled, and identified with the building and number associated with the box. Each LOCK-OUT BOX contains at least five locks, each with a unique key; and each lock uniquely identified as belonging to this specific LOCK-OUT BOX. Each LOCK-OUT BOX also contains at five reusable tags, which are applied to each energy source, adjacent to the lock. The Primary Authorized Employee (PAE) is responsible to apply the locks, and have his/her personal lock and tag in the hasp associated with the Lock-Out Box. Whoever applies their lock/tag in the hasp position marked with yellow is the PAE for the group lockout.

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).

Lockout Stations – Stations in various facility locations, which contain lockout tagout devices, tags, and community locks. The community locks are for use as personal locks, if AEs need extra locks. There is a sign-out book/sheet at each Lockout Station, where AEs must identify what lock they took, and for what purpose.

Primary Authorized Employee (PAE) – Primary Authorized Employees (PAEs) may be designated for when more than one group of individuals is involved in a lockout. The PAE would have the responsibility to coordinate authorized employee (AE) changes before and after servicing and maintenance activities which require LOTO. They ensure continuity of energy protection with respect to multi-shift energy isolation, through the use of “Group LOCK-OUT BOX” procedures.



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. TRAINING REQUIREMENTS

1. Authorized employees:
 - a. Must complete initial and annual training by reviewing “Control of Hazardous Energy” course materials (may be a video or on-line training), which reviews Lockout/Tagout principles and general practices
 - b. Must receive equipment-specific training, as applicable prior to work on new equipment, or if procedures change
 - c. Must be retrained if:
 - i. There is a change in work assignment (e.g. job change from general services to mechanic), change in machine that presents a new hazard; or a change in the energy control process.
 - ii. The periodic inspection reveals inadequacies in employee’s knowledge or use of procedures (must attend the “Control of Hazardous Energy” course again).
2. Affected employees working in areas where LOTO may be used:
 - a. Must be trained in the purpose and use of LOTO controls.
 - i. This is part of general hazard communication upon hiring, and part of the Chemical Lab Safety training taken every three years.
 - ii. Must be retrained if a significant change occurs to the Occupational Safety and Health (OSHA) regulation, or MCW’s LOTO procedures have changed (i.e. new locks/tags).
 - b. Will be advised of LOTO when use of a machine or piece of equipment is affected; the Authorized Employee will provide this notification.

V. RESPONSIBILITIES

1. Authorized Employees shall:
 - a. Perform LOTO activities that are in conformance with this program.
 - b. Retain control of the equipment, system, or machinery while a LOTO is in progress, and work only under your own tag.
 - c. Maintain LOTO locks, hasps and tags in good condition.
 - d. Complete all training required to be authorized to work with specific equipment, tools, or machinery.
2. Supervisors/Managers of employees working on equipment where LOTO is applicable shall:
 - a. Be knowledgeable and trained in LOTO
 - b. Ensure that only authorized employees, who are qualified and trained, are allowed to apply and remove locks and tags. Ensure employees who are found to have insufficient knowledge of the LOTO requirements or insufficient skills do not perform LOTO and are retrained.
 - c. Ensure outside contractors follow LOTO procedures.



- d. Ensure all safety equipment is stocked and stored appropriately, and available for employee use.
 - e. Ensure any deficiencies or deviations found in work procedures are corrected.
- 3. MCW Electrician (Qualified Electrical Worker) shall:
 - a. Train employees responsible for implementing LOTO procedures on machine-specific procedures and the requirements of LOTO under this program.
 - b. Implement, manage, and annually audit personnel for conformance with this Program (note that the personnel auditing may be delegated to another authorized employee).
 - c. Ensure any deficiencies or deviations found in work procedures are corrected.
- 4. Affected Employees shall:
 - a. Be aware and knowledgeable of the intent and requirements of the Control of Hazardous Energy Program, and how it relates to equipment you operate.
 - b. Never remove a tag or a lock, attempting to re-energize equipment that has been locked or “tagged” out.
 - c. Be knowledgeable of energies associated with equipment.
- 5. Facility and Maintenance Engineer:
 - a. Review and complete LOTO machine-specific procedures and perform annual review; periodically update electronic procedures as needs arise.
- 6. Environmental Health & Safety (EHS) shall:
 - a. Ensure that a LOTO program is documented, implemented, and complies with the minimum requirements of this document.
 - b. Work with departments to review compliance with this document.
 - c. Remain current with campus-specific requirements.
 - d. Ensure a system is in place to properly train employees, or perform initial classroom training.
 - e. Verify procedures are annually reviewed (this may be delegated to a department supervisor or owner)
 - i. Facilities Engineering and Maintenance Engineer reviews equipment-specific procedures annually, and periodically updates or creates new electronic procedures as needs arise¹
 - f. Audit campus program annually to ensure the content of this document and employee practices are current with OSHA regulations, and maintain audit documentation.
 - g. Periodically audit campus contractor’s training programs and practices for compliance.
 - h. Communicate the expectations of this guideline to contractors, as appropriate.

VI. ENERGY CONTROL PROCEDURES

¹ When LOTO equipment-specific procedures are created, the revision year is reflected in the naming convention; the old procedure is deleted from the record; new copies are printed out for placement on the equipment.



A. General Information

1. Specific written procedures must be developed for some machines and equipment, which is the responsibility of the department maintaining and/or servicing the machine/equipment. All machine or equipment-specific procedures must be readily available to the authorized employee.
2. Written Procedures will be reviewed on an annual basis, or whenever a procedure or the equipment is modified.
3. A machine and/or equipment-specific procedure does not need to be written when all of the following factors exist:
 - a) There is no potential for stored or residual energy (or re-accumulation of stored energy after shut-down) which could endanger employees;
 - b) The machine/equipment has a single energy source, which can be readily identified and isolated;
 - c) The isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment;
 - d) The machine or equipment is isolated from that energy source and locked out during servicing or maintenance;
 - e) A single lockout device will achieve a locked-out condition;
 - f) The lockout device is under the exclusive control of the authorized employee performing the servicing/maintenance;
 - g) The servicing or maintenance itself does not create hazards for other employees; and
 - h) MCW has had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance.

B. LOTO Procedure for Electrical Plug-Type Equipment – this procedure covers all electrical equipment that is plugged in such as battery chargers, biosafety cabinets, office equipment, powered hand tools, powered bench tools (e.g. lathes, saws), and fans; where accidental energization of the equipment could cause injury.

1. Unplug electrical equipment from wall socket or in-line socket.

2. Attach a "DO NOT OPERATE" tag on the plug box, and lock on the end of the power cord.
 - a. Exception: If the cord and plug remain in the exclusive control of the person working on, adjusting, or inspecting the equipment, the lock and tag do not need to be applied.
3. Test equipment to ensure power source has been removed (press "START" or "ON" switch).
4. Perform required maintenance.
5. Replace all guards when finished.
6. Remove lock and plug box, and tag (if applied)
7. Inspect power cord before plugging equipment back into the power source. Any defects must be repaired before placing the equipment back in service.

C. Single-point Lockout Procedure

1. The authorized employee shall identify the type and magnitude of the energy source associated with the particular machine or equipment, understand the hazards of each energy source, and know the methods to control the energy source.
2. The AE shall notify each affected person that servicing or maintenance is required; and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
3. Shut down the machine/equipment, utilizing normal stopping or shutdown procedures (e.g. depress the stop button, open a switch, or close a valve).
4. Isolate the energy sources (e.g. turn off the breaker; apply blind flanges on a pipe).
5. Attach lockout devices to the energy isolating device, using their personal lock. In addition, attach a tag which includes the name of the person affixing the lockout device, date, and time the lock was affixed.
6. Stored or residual energy such as that in capacitors, springs, rotating flywheels, hydraulic systems, steam or water pressure lines, compressed air, compressed gas, chemical lines, and any other energy sources must be dissipated or restrained by methods such as blocking, repositioning, or grounding.
7. Verify personnel are clear of hazards.
8. The AE must verify no hazardous energy remains by testing the machine operating controls. Test all lock and tagouts isolation points by following the normal start-up procedure (e.g. depress start button).

- **Electrical note: Check voltage as part of the testing procedure!**

9. Move all controls must back to a “neutral” or “off” position prior to proceeding.
10. The machine is now properly locked out, and service or repairs may begin.

D. **Single-point Tagout Procedure** – A tagout device does not provide the same level of protection as a lockout device. A tag is merely a warning device, therefore **in addition to the procedures below,**

- the equipment must be under the direct and sole control of the AE conducting the service, or
- a second AE must provide surveillance of the equipment during service; AND
- at least one additional, effective secondary precaution must be implemented (e.g. remove operating handles, block start switches).

This procedure may only be used if the device does not accept a lock (any future modifications to this equipment must modify the isolation point to accept a lock):

1. Follow the same procedures as that for a Single-Point Lockout, except that a tag is applied instead of a lock
2. The tag must include a supplemental secondary precaution statement (e.g. DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, or DO NOT OPERATE”)
3. Attach the lockout tag as close as possible to the isolation device, using a cable tie that can withstand at least 50 pounds of force.

E. **Restoring Equipment to Service** – when service is complete and the equipment/machine is ready to return to normal operation, the following steps should be taken by the AE:

1. Visually inspect the machine, ensuring it is operationally intact, all tools have been removed, and any guards have been replaced.
2. Visually inspect the work area to ensure all employees are safely positioned or removed from the hazardous area or work zone.
3. Verify the operating controls are in “neutral,” or “off” position.
4. Remove the lockout and/or tagout devices.
5. Re-energize the equipment or machine.
6. Notify any affected employees that the work is complete, and the equipment is ready to use.

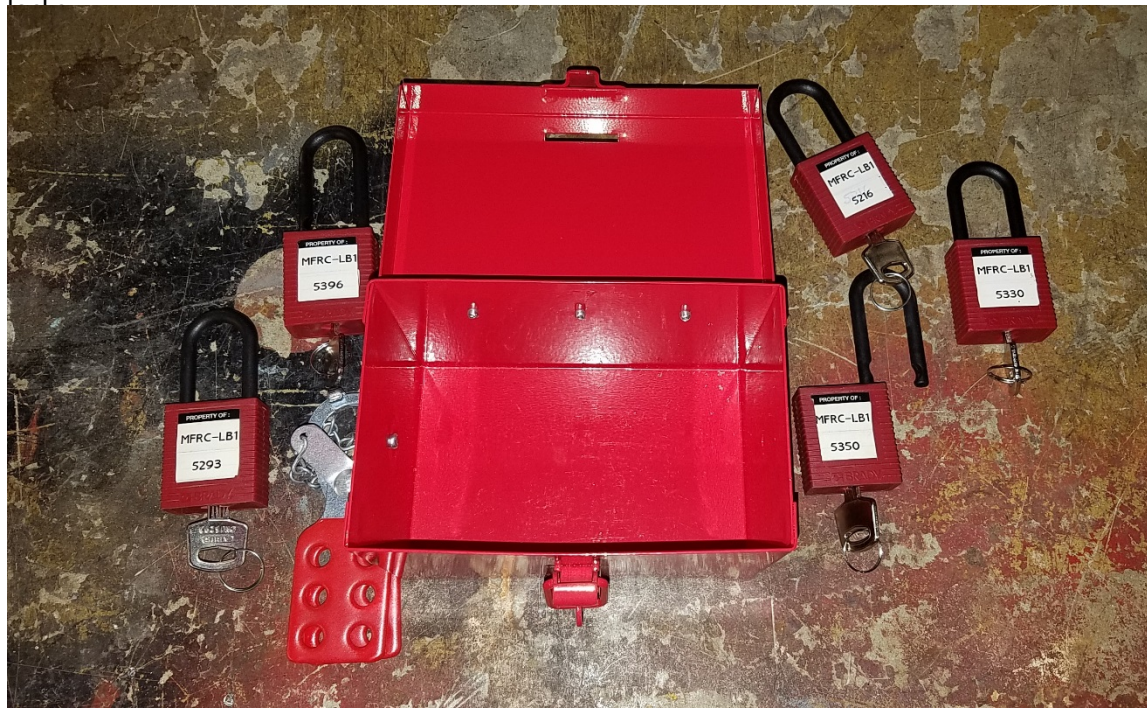
F. Temporary Release of Lockout/Tagout - When it is necessary to temporarily remove lockout/tagout devices in order to test or position machines or equipment, all AEs shall:

1. Visually inspect the machine, ensuring it is operationally intact, all tools have been removed, and any guards have been replaced.
2. Visually inspect the work area to ensure all employees are safely positioned or removed from the hazardous area or work zone.
3. Verify the operating controls are in “neutral,” or “off” position.
4. Remove the lockout and/or tagout devices, and complete testing or positioning.
5. De-energize all systems and reapply lockout/tagout.

G. Group Lockouts or LOCK-OUT BOX Process

1. Equipment-specific, written procedures must be developed and implemented for a group lockout.
2. The simplest form of group lockout involves a single point, or points close in proximity which can accept a HASP. Everyone involved in servicing this equipment under the lockout applies his/her personal lock/tag to the hasp.
3. LOCK-OUT BOX group lockouts involving multiple lockout locations and multiple AEs is described below, and must be incorporated into a written, equipment-specific procedure:
 - a) A Primary Authorized Employee (PAE), as designated by the supervisor, shall inform affected employees that service or maintenance is required on the equipment, and that it must be shut down, locked out, and tagged.
 - b) A qualified electrical worker assists the PAE as needed, to establish energy isolation. Other authorized employees (AE) assist the PAE with equipment operation, as needed to establish energy isolation.
 - c) Authorized Employees (AE) designated to lock out various parts of the group lockout would place an individual lock/tag on isolation points, as required.
 - d) The PAE will coordinate shut down of the equipment using the normal shutdown procedures (e.g. activate the stop button, close a valve).
DESCRIBE/IDENTIFY THE SPECIFIC SHUT-DOWN SEQUENCE and ENERGY SOURCES WITHIN THE PROCEDURE.
 - e) The PAE will verify all sources of energy are isolated appropriately;

- f) The PAE will attach a group LOCK-OUT BOX lock and tag on each isolation point, and the AE originally applying their personal lock will remove their lock. The tag must identify the PAE applying the group lock. At no time is a personal lock used as a LOCK-OUT BOX lock; always use the designated LOCK-OUT BOX



- g) The PAE will place a copy of the procedure (unless there is a posted placard detailing the procedure) and all of the LOCK-OUT BOX group lock keys into the appropriate LOCK-OUT BOX. The PAE will then place a hasp and tag on the LOCK-OUT BOX and place their personal lock on the hasp. The PAE responsible for the group LOCK-OUT BOX must keep the key to the LOCK-OUT BOX in their possession. The PAE is always the first to lock on, and the last to lock off of the LOCK-OUT BOX.



- h) The PAE will test the equipment to verify the effectiveness of the lockout, if applicable. **DESCRIBE SPECIFIC TEST PROCEDURES WITHIN THE PROCEDURE.**

- i) Each AE working on a group lockout must visually inspect the isolation points, and when satisfied that it is correctly and safely isolated, place their personal lock on the hasp prior to beginning work. When an AE finishes his/her work, that AE is responsible for removing their lock from the hasp. IT IS NEVER PERMISSIBLE TO PERFORM WORK UNDER SOMEONE ELSE'S LOCK!!
- j) When the equipment or machine is ready to be returned to service, the PAE removing the group locks should check the equipment and the immediate area, verify nonessential items have been removed, all components are operationally intact, and all guards are restored.
- k) The PAE will verify that operational controls are in "neutral," "off," or "safe" position.
- l) All AEs must have all removed their locks from the LOCK-OUT BOX hasp.
- m) The PAE will remove their personal lock from the LOCK-OUT BOX; retrieve the keys from inside the LOCK-OUT BOX, and unlock the individual isolation points; then re-energize the equipment.
 - a. If the start-up/re-energization requires entry into a circuit panel, and the PAE is not qualified to enter the panel, a qualified electrician that completed the de-energization must perform the re-energization step. In this scenario, the electrician's lock remains on the LOCK-OUT BOX until re-energization; or the lock must transfer to another qualified electrician.
- n) The PAE will notify affected employees that the work is complete and the equipment is ready to be returned to service.

H. Extended Lockout Tagout

If the shift changes before the machine or equipment can be returned to service, the equipment must remain locked out. If the task is assigned to someone on the next shift, the AE on the next shift must lock and tag the equipment out prior to the original AE removing his/her lock and tag. If no work will occur until the person originally locking out the equipment returns the following day, the original AE's lock can remain.

If the lockout is used to isolate a hazardous electrical source at a circuit, only an AE authorized to work with hazardous voltage may de-energize and re-energize the equipment. For electrical lockouts extending past first shift, the original AE's lock may stay on (under group lockout procedures), provided the equipment does not need re-energization on subsequent shifts. Only the AE key holder may re-energize the equipment. A supervisor may also apply a lock, ensuring that the equipment doesn't get re-energized until there is supervisor approval, however the last lock to come off must belong to the AE who will re-energize the equipment.

All personal locks on a group hasp must be removed at the end of each work shift, if work is continuing into the next shift, **and** the equipment is intended to be re-started during that shift. If the equipment is not going to be re-energized during subsequent shifts, it is acceptable to leave the personal locks on the equipment after the shift. Anyone working on the equipment during the extended shifts must apply their personal locks, and verify isolation to their satisfaction (e.g. checking the isolation points, attempting to start equipment) prior to working on the equipment.

If a **LOCK-OUT BOX** group lockout extends to the next shift, **and** the equipment may be reenergized on the shift; control of the lockout must switch to a PAE designated for the subsequent shift. All personal AE locks must be removed from the group LOCK-OUT BOX at the time of shift change, and the PAE taking over on the new shift must inspect and verify the lockout; then change the name on each lockout point tag (designating him/herself as the PAE in charge of the group lockout), and apply his/her personal lock to the LOCK-OUT BOX hasp (personal locks may remain on the LOCK-OUT BOX if there is no intent to restart the equipment on the next shift). Only then can the PAE on the initial shift remove his/her personal lock. Anyone else working under that LOCK-OUT BOX must apply their personal lock/tag to the hasp, and verify isolation prior to beginning work.

Extended lockouts that are not electrical (e.g. steam valve) may be locked out by an AE, and if desired, a supervisor (AE) can place his/her lock on the equipment during the time of shut-down.

I. Removing Another Person's Lock

Only the AE that locks and tags out the equipment, machine, or process may remove his/her lock and tag. However, should the AE leave the facility before removing his/her lock and tag, the **manager/supervisor** may remove the lock, but only after completing the following steps:

1. Attempt to contact the Authorized Employee (AE) that placed the LOTO device
2. Notify the AE that the lock is being removed.

3. Evaluate the entire affected system to ensure employee's safety before LOTO device is removed
4. If the manager/supervisor is satisfied that all tools have been removed, all guards have been replaced, and there are no hazards to employees, the lock and tag may be removed
5. Return the equipment or process to normal service.

J. Locking Out Equipment for Preventative Maintenance When There is No Personal Hazard

1. Occasionally you may wish to prevent someone from starting a piece of equipment, but the energization would not cause a hazard to employees. Rather, energization may damage the equipment. In those situations, do not use locks or tags associated with LOTO. The equipment may be locked out of service using any other maintenance lock, with an associated "CAUTION" tag, if necessary to identify who has the key, reason it is locked, etc.
2. The equipment may also be "tagged" out, using a caution tag.
3. No maintenance work can occur under the above scenario, if such work would require hazardous energy to be locked out. If such maintenance work is required, a personal LOTO lock/tag must be placed on the energy isolation point(s), following established LOTO checklist procedures.

VII. LOCKOUT DEVICES

- A. Locks used for LOTO must be uniform in color, shape or size.
- a. Personal locks must be identified with a "DANGER, DO NOT OPERATE" label, the name of the AE
 - i. Each AE is issued at least one personal lock, each with a unique key (no duplicate keys are allowed for personal locks)
 - ii. When a personal lock is in use, the key must be kept in the possession of the AE
 - iii. If additional personal locks are required, an AE may use a "group lock," as a personal lock, identifying themselves as the AE on the associated tag
 - b. "Community locks," which can be used by an AE as an additional personal lock, must be identified with a "DANGER, DO NOT OPERATE" label, and the name of the department.
 - i. If a community lock is used as a personal lock:
 1. The tag associated with the lock **MUST** identify the person to whom the lock now belongs, for the time period this lock is being used as a personal lock,
 2. No other AE may conduct work under this lock, unless the other AE's personal lock is also attached at the LO point, and

3. The key must be kept in the AE's possession; treated exactly like a personal lock)!
- ii. "Community locks" are kept in Lockout Stations, located in various building maintenance areas. If a group/community lock is taken out of the community box for use as a personal lock, the log book associated with the community box must be filled out with the following information:
 1. Person using the lock,
 2. When it was removed from the lockout station,
 3. Where it is being used, and
 4. When it is returned.
- B. LOTO locks must never be used for any purpose other than LOTO (such as applying it to a personal locker).
- C. Lockout devices may only be removed by the person that installed it.
- D. Whenever possible, lockout devices will be used, rather than "tagout" only procedures. A tagout is not allowed if there is a mechanism to use a lock!
- E. Devices are to be affixed in such a manner that it will hold the energy isolating devices in a "safe" or "off" position.

VIII. CONTRACTORS

- A. Contractors are required to follow all Federal, State, and Local laws. Contractors are required to meet the intent of this guideline, but shall train and certify their own employees. Prior to beginning work on-site, MCW and the contractor must inform each other of their respective programs.
- B. A copy of the contractor's written LOTO program should be forwarded to MCW's EHS department prior to beginning work, or annually if there is an ongoing long-term contract.
- C. Contractors must have permission from Campus Operations prior to locking out any building systems.

IX. REVISIONS

3-5-18: Made a change to the group lock-box procedure; the PAE will be identified by the person placing their lock in the yellow marked spot on the hasp.