	<h1>City Of Santa Fe</h1> <h2>Administrative Manual</h2>	
SUBJECT	Policy Number	# Pages
Energy Control Program (Lockout/Tagout Policy)	2020-005	5
	Effective Date	Revision Date
	7-24-2020	

### 1.0 Purpose:

1.1 The purpose of the City of Santa Fe Lockout/Tagout policy is to prevent workplace injuries caused by unexpected energization or startup of machines and equipment, or release of stored energy during service and maintenance operations; and ensure the safety of all city employees while performing their duties.

1.2 Activities or operations requiring energy control include any source of mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

### 2.0 Applicable To:

2.1 All Departments, Divisions, and employees of the City of Santa Fe are required to follow the instructions and guidelines established in this policy and 29 CFR 1910.147.

2.2 City of Santa Fe employees performing servicing and maintenance on machines and equipment, who employ or work near contractors who perform services and maintenance on machines and equipment, and who are exposed to the unexpected energization, startup, or release of hazardous energy.

### 3.0 References:

3.1 29 CFR 1910.147.

3.2 City of Santa Fe Safety Manual, Section 12.

3.3 Supervisor's Safety Training Guide.

### 4.0 Definitions:

4.1 **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.

4.2 **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.

**4.3 *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.

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

**4.5 *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.

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

**4.7 *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.

**4.8 *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.

**4.9 *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.

**4.10 *Normal production operations.*** The utilization of a machine or equipment to perform its intended production function.

**4.11 *Outside servicing personnel.*** Contractors hired by the city to perform services that include performing servicing and maintenance on machines and equipment within the scope of this policy.

**4.12 *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.

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

4.14 **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.

4.15 **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.

## **5.0 Responsibilities:**

### **5.1 Health and Safety Compliance Officer.**

- devices.
- a. Establish a program and maintain policy on Energy Control and lockout/tagout devices.
  - b. Review program on an annual basis for effectiveness.
  - c. Review certification submitted by department and division directors that Annual periodic inspections have been performed. (Attachment A, Lockout/Tagout Annual Procedure Inspection Certification Form)
  - d. Assist departments and divisions in developing lockout/tagout procedures as required.
  - e. Assist departments and divisions in providing training to authorized and affected employees on the principles of lockout/tagout procedures.
  - f. Periodically inspect the use of lockout/tagout procedures implemented within city operations.

### **5.2 Department and Division Directors.**

- a. Establish and maintain an energy control program as indicated below.
  - (1) Establish energy control procedures specific to each piece of equipment or process. Develop, document and use specific procedures to control potentially hazardous energy when employees are servicing equipment or machinery.
  - (2) Provide lockout/tagout devices for each authorized employee. Devices will adhere to the requirements of 29 CFR 1910.147(c)(5).
  - (3) Ensure training is conducted for authorized and affected employee. Refresher training must be conducted on an annual basis.
  - (4) Ensure periodic inspections are conducted to verify that before service and maintenance is performed, machines and equipment that could unexpectedly startup, become energized, or release stored energy, are isolated from their energy source(s) and rendered safe.

(5) Identify any deficiencies or deviations and correct them.

(6) Certify that the periodic inspections have been performed and submit inspection form to Health and Safety Compliance Officer on annual basis. (Attachment A, Lockout/Tagout Annual Procedure Inspection Certification Form)

### **5.3 Superintendents, Supervisors, Managers.**

a. Prepare a list of equipment requiring lockout/tagout procedures. Attachment B, Checklist of Equipment requiring Lockout/Tagout is a sample form.

b. Prepare a list of employees authorized to implement Lockout/Tagout procedures. Attachment C, Lockout/Tagout Authorized Employees is a sample form.

c. To ensure that before any employee conducts maintenance or services equipment where the potential exists for unexpected energization or start-up of equipment or the release of stored energy, the machine or equipment is isolated from the energy source and rendered inoperative.

d. To ensure that the energy control procedures continue to be implemented properly, that the employees are familiar with their responsibilities, and that any deviations or procedural inadequacies observed are corrected.

e. When engaging outside servicing personnel in work that implicates lockout/tagout procedures, provide the outside personnel with this policy and obtain a copy of the outside personnel's policies and procedures; ensure that all affected employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program, in addition to this policy.

### **5.4 Employees.**

a. Follow procedures specific to the equipment or machinery on which they will perform maintenance or service.

b. Ensure steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy have been followed.

c. Ensure procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for those devices.

d. Ensure specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures are followed.

## **6.0 Procedures.**

6.1 Listed below are the minimum requirements to implement Lockout/Tagout procedures.

a. A specific statement of the intended use of the procedure. Statement will include the specific piece of equipment, location, identification number (if applicable), and energy sources. Procedures must be in writing.

b. Notification of affected employees.

c. Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.

d. Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for those devices.

e. Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

f. Specific procedural steps to restore the machine or equipment into service.

#### **7.0 Points of contact.**

7.1. Health and Safety Compliance Officer, 505-955-6582.

7.2 Safety Specialist Sr., 505-470-1362.

#### **8.0 Attachments or Appendixes.**

8.1 Attachment A, Lockout/Tagout Annual Procedure Inspection Certification Form.

8.2 Attachment B, Checklist of Equipment requiring Lockout/Tagout.

8.3 Attachment C, Authorized Employees List.

#### **9.0 Review and Approvals.**

Prepared by	<u>Barbara J. Lujan</u>	<u>7/23/2020</u>
	Barbara J. Lujan , Health, Safety and Compliance Officer	Date
Reviewed by	<u>Bernadette Salazar</u>	<u>Jul 31, 2020</u>
	Bernadette Salazar (Jul 31, 2020 11:50 MDT)	
	Bernadette J. Salazar, Human Resources Director	Date
Reviewed for legal sufficiency by	<u>Erin McSherry</u>	<u>Jul 27, 2020</u>
	Erin McSherry, City Attorney	Date
APPROVED BY	<u>Jarel LaPan Hill</u>	<u>Jul 31, 2020</u>
	Jarel LaPan Hill (Jul 31, 2020 12:05 MDT)	
	Jarel Lapan Hill, City Manager	Date



**LOCKOUT / TAGOUT**  
**Annual Procedure Inspection Certification Form**  
**Attachment A to Energy Control Program (Lockout/Tagout Policy)**

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

LOTO Procedure Inspected (identify machine/ equipment/  
process) \_\_\_\_\_

Authorized Employee(s) Audited \_\_\_\_\_

Ensure the Following Steps are Taken to Lock/Tag Out the Machine/Equipment (explain any deficiencies)

- ☐ Shutdown Preparation (employee familiar w/ procedure, equipment, energy sources . . .)
- ☐ Inform All Affected Employees
- ☐ Turn Off Machine/Equipment
- ☐ Locate / Isolate Energy-Control Device(s)
- ☐ Apply Lockout and/or Tagout Device(s)
- ☐ Potential stored/residual energy relieved/disconnected/restrained/rendered safe
- ☐ Test/Verify Control(s) Disabled
- ☐ Return Control(s) to Off / Safe Position
- ☐ Begin Service/Maintenance

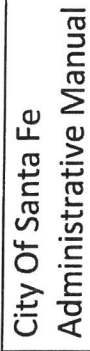
Ensure the Following Steps Taken to Restore Energy to Machine/Equipment (explain any deficiencies)

- ☐ Area/Equipment Cleared of Workers
- ☐ Area Cleared of Tools / Materials
- ☐ Machine Guards Re-installed
- ☐ Lockout/Tagout Devices Removed
- ☐ Restore Power
- ☐ Conduct "Trial Run"
- ☐ Notify Affected Employees Lockout/Tagout Completed
- ☐ Ensure each Authorized Employee Affixes / Removes Personal Lock(s)
- ☐ Ensure each Lock and/or Tag Used Properly Identifies the Worker Using It
- ☐ Ensure all Locks and/or Tags in Use are Standardized in Either Size/Shape/Color

Corrective Action(s) Taken (if applicable) \_\_\_\_\_

Name of Inspector \_\_\_\_\_

*Note: Review Procedural Responsibilities With ALL Authorized Employees, Document on Training Form, Attach to This Sheet*



Department: \_\_\_\_\_ Division: \_\_\_\_\_

Prepared By:	As of Date:
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\*Energy Sources: Electrical, Steam, Hydraulic, Pneumatic, Natural Gas, Stored Energy, other.



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Attachment C to Energy Control Program (Lockout/Tagout Policy)

Department:

Division:

Prepared By:

As of Date:

List of Lockout/Tagout Authorized Employees

Employee Name	Title	Equipment/Machines
Remarks:		