

LockOut/TagOut Program



COLLINGSWOOD/OAKLYN SCHOOL DISTRICT

Annual Review: / /2015 by _____

Annual Review: / /2016by _____

LOCKOUT/TAGOUT PROGRAM INSTRUCTIONS

Program Information

The lockout/tagout program has been designed to assist the Fund members in complying with the regulations pertaining to maintenance and service work on energized equipment. The Fund is providing this template, which members can customize to their unique exposures and situations. As with any compliance program, it is essential that the responsible person(s) review the program in detail to make all necessary changes to reflect the exposures within their district.

The program should be implemented whenever a district has employees that are subject to working on any type of energy source that can cause injury if there is the potential for the unexpected release of energy or startup of equipment. This includes electrical service work.

Documentation Information

After completing the program, it is essential that all proper forms be used to document lockout/tagout activities within your district. Sample forms have been enclosed for your review and use. You may also customize or modify these documents to reflect policies within your district. The documentation forms include a notice to employees of the existence of a lockout/tagout program, specific procedures form for locking out equipment, a departmental notification form when work is to be conducted, an authorized employee documentation form and an annual audit form. Each form will be discussed further.

Lockout/Tagout Program Coordinator

A lockout/tagout program coordinator should be assigned to oversee the implementation of the policies and procedures, perform the annual audit, ensure proper training and document attempts to contact authorized employees prior to removing an energy isolating device. This should preferably be a management level person familiar with lockout/tagout procedures, such as a Facilities Manager or Maintenance Foreman.

Customizing the Program

Attached are directions to assist you in completing the program. Much of the information is fill in the blank, but it is important to note that specific equipment procedures must be developed and included in the program for equipment and machinery that employees may need to service. The equipment should be listed in the program under Section 6.3.1, with detailed information on the appropriate form under section 12.0.

LOCKOUT/TAGOUT PROGRAM

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LOCKOUT/TAGOUT PROGRAM
POLICIES AND PROCEDURES

1.0 GENERAL POLICY

The Collingswood Board of Education is committed to a safe working environment for all of its employees. This program was developed in order to provide written standard operating procedures to help protect our employees from the hazards associated with the unexpected energization or start-up of machinery and equipment and the release of stored energy.

2.0 SCOPE AND PROCEDURE

This program is designed to establish minimum requirements to protect employees from the uncontrolled release of energy or start-up of equipment. This program covers proper lockout/tagout procedures, training requirements, record keeping requirements and audits. The program was designed to comply with OSHA Regulation 29 CFR 1910.147. The policies and procedures established in this program shall be followed whenever maintenance or servicing is performed on machinery or equipment that has the potential for causing injury to service personnel.

Two classifications of employees are covered by this policy. The first are affected employees whose jobs require them to operate or use a machine or equipment on which service or maintenance is being performed. This also includes people who work in the same area as the equipment during its servicing. The second group of employees is authorized employees. These are employees who perform the actual lockout/tagout of machines and equipment in order to perform service or maintenance.

3.0 RESPONSIBILITY OF COMPLIANCE

All employees of the Collingswood Board of Education are required to comply with this program, and the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a piece of equipment or machinery which is locked out to perform servicing or maintenance shall not attempt to start, energize or use that machine or equipment.

It shall be the responsibility of departmental supervisors to ensure the implementation and proper use of the lockout/tagout system. Alfred Hird, Maintenance Supervisor, shall be the designated authority to oversee the Board of Education Lockout/Tagout Program and ensure that all aspects of the program are being complied with. Alfred Hird shall be responsible for ensuring the completion of periodic audits, inspections, initial employee training and period re-training, when necessary. All documentation with regards to audits and employee training shall be kept on file with Alfred Hird.

3.1 Failure to Comply

Any employee found to have violated any provision of this program shall be disciplined after a review of the violation by management. Disciplinary procedures will include the following:

First offense:	Verbal Reprimand
Second offense:	Written Reprimand
Third offense:	Board of Ed. Discretion

Willful disregard for these procedures or repeated violations may result in immediate termination. Any department supervisor knowingly allowing employees under their direction, to violate any provision of this program, shall also be subject to disciplinary procedures.

4.0 DEFINITIONS

- 4.1 Affected Employee:** An employee whose job requires him or her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout/tagout, or whose job requires him or 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. a manually operated electrical circuit breaker;
 - B. a disconnect switch;
 - C. a manually operated switch by which the conductors of a circuit can be disconnected from all underground supply conductors and, in addition, no pole can be operated independently;
 - D. a line valve;
 - E. a block;
 - F. any similar device used to block or isolate energy.

Note: 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 a 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 Servicing and/or Maintenance: Workplace activity such as constructing, installing, setting-up, adjusting, inspecting, modifying, 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 start-up of the equipment or release of hazardous energy.

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

4.13 Tagout: The placement of a tagout 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.

4.14 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 TRAINING REQUIREMENTS

5.1 Authorized Employees

- 5.1.1 Each authorized employee will receive training in the recognition of applicable hazardous energy sources and the methods and means necessary for energy isolation and control. Each employee will demonstrate compliance in all aspects of proper lockout/tagout procedures before receiving authorized employee status.
- 5.1.2 All authorized employees shall be trained in lockout/tagout procedures prior to being allowed to perform any maintenance or service work requiring the use of lockout/tagout.
- 5.1.3. Any employee whose job function changes due to reassignment, new machinery or process changes shall receive additional retraining.
- 5.1.4 All training of authorized employees shall be done by a person knowledgeable in the policies of and procedures of lockout/tagout. Training shall follow a written format, designed to convey policies, procedures and applicable exposures in the workplace.
- 5.1.5 All training shall be documented and shall measure the proficiency of the employee in lockout/tagout procedures. Proficiency shall be measured by use of a written test to be administered following the training program. Incorrect answers shall be discussed until the trainer is satisfied that the employee has demonstrated adequate knowledge of the incorrect question(s). Written tests shall be maintained as part of the training file.

5.2 Affected Employees

- 5.2.1 All affected employees shall be instructed in the purpose and use of the energy control procedures. This shall include a review of the various types of lockout and tagout devices being used in the workplace.
- 5.2.2 All other employees whose work operations may be affected by energy control procedures, shall be instructed about the procedure and the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.
- 5.2.3 Any employee whose job function changes due to re-assignment, new machinery or process changes shall receive additional retraining.

6.0 LOCKOUT/TAGOUT PROCEDURES

6.1 Notification of Affected Employees

- 6.1.1 All affected employees shall be notified that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

6.2 Potentially Affected Department Supervisors

- 6.2.1 The following is a list of department supervisors by name, job title and means of contact who may have employees and equipment affected by lockout/tagout procedures.

Department Supervisor	Title	Means of Contact
Alfred Hird	Supervisor of B&G	609-820-2584
Brandon Davis	Custodian Foreman	856-630-9557
Michael Chisholm	Technology Leader	856-685-6973

- 6.2.2 The authorized employee(s) shall notify the applicable department supervisor, who in turn, shall be required to notify all affected employees in the department that maintenance or service work is being performed.
- 6.2.3 Notification to department supervisors affected by lockout/tagout procedures, shall be done in writing with a copy provided to the Lockout/Tagout Program Supervisor Timothy McFerren
- 6.2.4 The written notification shall include the name of the department supervisor affected by the maintenance or service task, the name of the authorized employee(s) performing the service or maintenance work, the location the work is to be performed, the equipment and machinery affected by the work, the date the work is to be performed, the approximate start time and estimated length of time

the work is expected to take. Additionally, the notification shall include the location of the energy isolating devices to be used to shut down energy to the machinery or equipment being serviced.

- 6.2.5 Affected department supervisors shall be responsible for notifying all potentially affected employees working on or around the equipment to be serviced or maintained. A copy of the written notification should also be posted in plain view in the department as a reminder to employees working in this area that lockout/tagout work is being performed.

6.3 Sequence of Lockout

- 6.3.1 Identification of type, magnitude, hazards and methods of control of energy.

Equipment	Energy Type	Control Device
<u>Unit vents</u>	electrical	<u>Toggle switch lock</u>
<u>Portable power equipment</u>	electrical	<u>Plug cap lockout</u>
<u>Circuit Breaker</u>	electrical	<u>Breaker lockout</u>
<u>Lever disconnect</u>	electrical	<u>Pad lock tags</u>
<u>Class room and hallway lighting</u>	electrical	<u>Toggle switch lock.</u>

- 6.3.2 Refer to section 12.0 for detailed hazard identification procedures for isolating specific machinery on the premises of the Collingswood Board of Education.
- 6.3.3 Shutdown the machine or equipment using the normal stopping procedure. Always look for hidden energy sources, as some machines have multiple sources of power. If in doubt, refer to the manufacturer’s operations manual.
- 6.3.4 Deactivate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- 6.3.5 Activate the machine power switch to confirm that the power source has been deactivated. Turn the switch back to the off position once it is confirmed that the power has been shutoff to the machine or equipment.
- 6.3.6 Lockout the energy isolating device(s) with assigned individual locks.
- 6.3.7 With the lock in place, test the disconnect to make sure it cannot be turned on.
- 6.3.8 Place an approved printed tag on the energy isolating device to warn employees that the energy isolating device must remain as positioned. Tags should be used, in addition to approved lockout devices. When it is impossible to lockout a machine or equipment, tagout may be used. Tags must identify the authorized employee and work being performed. Tags must not be used for any other

purpose.

- 6.3.9 Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down etc.
- 6.3.10 Test the machine or equipment to assure all energy was disconnected and/or released.
- 6.3.11 The machine or equipment is now locked out.

7.0 GROUP LOCKOUT

- 7.1** When more than one authorized employee is involved with an equipment service or repair, each individual who joins the group must secure his or her lock to a lockout hasp that has been applied by the initial authorized employee. As each employee becomes uninvolved with the task, he or she must remove their lock from the lockout hasp.

8.0 RESTORING EQUIPMENT TO SERVICE

- 8.1** Check the machine or equipment and the immediate area around the machine or equipment to ensure that all nonessential items, such as tools, have been removed and that the machine or equipment components are operationally intact.
- 8.2** Replace all machine guards that may have been removed while work was being performed.
- 8.3** Check the work area to ensure that all employees have been safely positioned or removed from the area.
- 8.4** Verify that the controls are in neutral.
- 8.5** Remove the lockout devices and re-energize the machine or equipment.

Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.

- 8.6** Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

9.0 SHIFT AND PERSONNEL CHANGES

- 9.1** There may be occasions when an equipment repair will span several shifts and/or days. When this occurs, a transfer of authority and lockout devices must commence at each shift change. This transfer should also take place if employees are re-assigned to different tasks.
- 9.2** Removal of lockout/tagout devices.
 - 9.2.1 Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device.
 - 9.2.2 In the event that an employee who applied a lockout or tagout device is not available for removal, the device may be removed

under the direction of the employer.

- 9.2.3 Prior to the removal of an authorized employee's lockout or tagout device, the department supervisor for the authorized employee shall use whatever means necessary to verify that the employee is not at the facility.
- 9.2.4 Reasonable efforts shall be made to contact the authorized employee to inform him or her that his or her lockout or tagout device has been removed. Contact efforts shall be documented.
- 9.2.5 The authorized employee's department supervisor shall be responsible for notifying the employee that his or her lockout or tagout device has been removed, prior to resuming work at the facility.

10.0 OUTSIDE CONTRACTORS

- 10.1** All outside employees and contractors shall be informed of the Collingswood Board of Education lockout/tagout procedures in full detail so that their employees understand the meaning of locks and tags that they may encounter during the course of their work.
- 10.2** All contractors performing work requiring the use of locks and tags, must inform department supervisors, so that affected employees may be notified.

11.0 AUDITS

- 11.1** Audits of the Collingswood Board of Education Lockout/Tagout Program shall be conducted annually by the Lockout/Tagout Program Administrator, Alfred Hird, in order to determine the effectiveness of this program.
- 11.2** The audit shall include questioning employees to determine if they fully understand the purpose of lockout/tagout, if proper locks and tags are being used and if established procedures are being followed.
- 11.3** The audit shall include updating and verifying the list of trained authorized employees, potentially affected department supervisors, contact information and equipment and machinery affected by this program.
- 11.4** Annual audits shall be in writing and signed and dated by the Lockout/Tagout Program Administrator.

13.0 APPENDIX

13.1 Description of Lockout Devices

- 13.1.1 *Electrical plug lockout:* This device can lockout plugs up to 3 inches wide and 5 7/8 inches long, with a maximum cord diameter of 1 1/4 inches. The lockout consist of a cylinder and two cover plates made of a durable and chemically resistant thermoplastic. The cover plates, when used singularly or combined are locked to produce a universally fitting safe electrical plug lockout device. The device is bright yellow in color, serving also as a visual warning to other personnel.



- 13.1.2 *Safety lockout hasp:* These hasps are specifically designed for locking out dangerous power sources such as disconnects, switches or valves. These heavy duty lockouts have a double interlocking hasp which provides an extra margin of safety for maintenance personnel, machine operators or electricians. Machinery shutdown for repairs or adjustment cannot be started, when used properly, until the last worker has removed his or her personal padlock. These lockouts are tamper resistant to avoid being pried open or broken when padlocks are in place. Lockouts accept shackles up to 3/8 inch in diameter and up to 6 workers can share a lockout.



- 13.1.3 *Valve lockouts:* Valve lockout devices come in a variety of sizes and shapes depending on the specific application. Lockout devices include ball valve lockouts, butterfly valve lockouts and gate valve covers. When properly installed, valve lockout devices will prevent accidental release of liquids or gases.



- 13.1.4 *Circuit breaker lockouts:* A lockout device which installs on the affected electrical circuit breaker in order to eliminate accidental energization of an electrical circuit.



- 13.1.5 *Toggle switch lockouts:* A plastic device that is secured over a toggle switch by either covering the switch fully or securing the switch in the off position. This is used when it is not feasible to shut off an entire circuit and the switch is the sole operating control.



- 13.1.6 A plastic cover that secures over an outlet face to prevent the outlet from being used.



DESCRIPTION OF INCLUDED FORMS

Notice to All Employees Form

This form is designed to be distributed to all potentially affected employees who may encounter lockout/tagout devices within their department. The appropriate information should be completed on the form and the form should then be distributed to affected employees. It is also recommended that a copy be posted in each department where there may be affected employees. Notification of affected employees is mandatory under OSHA/PEOSH regulations.

Procedures Specific to Individual Equipment Form

This two page form is designed to provide specific information and procedures for locking out equipment. The information should include the name and location of equipment, energy sources, lock out devices needed, specific procedures to be followed for locking out and restoring equipment and origin of energy source(s), so that they may be easily located for proper isolation.

Lock-Out/Tag-Out Notification Form

This form is designed to notify department supervisors where equipment is being serviced under lock out. They will in turn, notify potentially affected employees about the service work, which is mandatory under the regulations. Copies should be kept on file as part of the annual review.

Contact Documentation Form

This form is to be used to document attempts to contact authorized employees that have left the premises, when their lock out device must be removed. Attempts must be made to locate the employee on site and call to their home, in order to inform them that their device is to be removed. This can only be done by a management person, preferably the Program Administrator. The authorized employee must be told of the removal of their energy isolation device(s) prior to returning to their assigned duties.

Lock-Out/Tag-Out Program Annual Audit Form

This form is designed to assist the Program Administrator with the required annual audit of the lockout/tagout program. This should include a review of the written program information, review of training documentation, review of notification forms and observations of authorized employees performing lockout/tagout activities.

Collingswood Board of Education

“Notice to All Employees”

Lock-Out Tag-Out Program

The Collingswood Board of Education has established a Lock-Out/ Tag-Out Program, in accordance with PEOSH regulations, in order to protect our employees from the unexpected release or energization of equipment and machinery.

Lock-Out/Tag-Out procedures will be utilized whenever service or maintenance work is performed on equipment and machinery capable of injuring personnel if there is an unexpected start up or release of energy.

Only **Authorized Employees** shall be permitted to perform work on equipment or machinery in need of lock-out/tag-out precautions. These employees have received specialized training and have been assigned the necessary protective equipment to safely perform these procedures.

Employees working on or around equipment and machinery subject to lock-out/tag-out procedures shall be deemed **Affected Employees**. All affected employees will be notified prior to the commencement of work on equipment within their departments. Affected employees **shall not** interfere with any equipment or machinery involved in servicing when lock-out/tag-out procedures are in effect. Affected employees shall not attempt to activate any equipment under lock-out/tag-out, nor should any attempt be made to remove any lock-out/tag-out device. Only the **authorized employee** installing the lock-out/tag-out devices is permitted to remove such devices.

Affected employees will be notified when the equipment or machinery being serviced is back in service and available for use. If you are unaware of service or maintenance work being performed in your department, and notice any lock-out/tag-out devices on any equipment, notify your supervisor **IMMEDIATELY**. **DO NOT** attempt to remove the devices or start the equipment.

If you are in need of any further information or have any questions, you may review the Lock-Out/Tag-Out Program located in the Maintenance Supervisors office, or you may contact your department supervisor.

**Collingswood Board of Education
Lock-Out/Tag-Out Program**

Procedures Specific to Individual Equipment

Equipment Name: _____ **Equipment #:** _____

Purpose of Equipment: _____

Location of Equipment: _____

Check Off Energy Sources Present:

Electrical_____	Pneumatic_____	Other_____
Hydraulic_____	Stored Energy_____	Type_____
Steam_____	Water (hot/cold)_____	
Gas_____	Chemical_____	Type_____

Lock-Out/Tag-Out Devices Needed:

Hasp_____	Ball Valve Device_____
Personal Lock_____	Gate Valve Device_____
Breaker Latch_____	Electrical Cord Cover_____
Tags and Ties (min. 50lbs force)_____	Other (specify)_____

Additional Equipment Needed: _____

Specific Lock-Out/Tag-Out Procedures: _____

Lock-Out/Tag-Out Removal Procedures: _____

Energy Source Origin:

Building Name and Number: _____

Room Name and Number: _____

Panel Number: _____

Breaker Number: _____

Additional Information: _____

Collingswood Board of Education

Lock-Out/Tag-Out Notification Form

Date: _____

To: _____, Affected Department Supervisor

This form is to notify you that maintenance and service work, requiring the use of lock-out/tag-out procedures, will take place on equipment and/or machinery in your department. Details of the scope of work to be performed are listed below. You are instructed to notify all potentially affected employees and other personnel within your department as to the nature and scope of work to be performed. A copy of this notice is to be posted in plain view within the department until the work has been completed. Any questions should be referred to the authorized lead employee whose name appears below, or his/her immediate supervisor.

Authorized Employee(s) Performing Work: *List lead mechanic/electrician and contact information, along with all other authorized employees.*

Lead Person: _____

Department: _____ **Phone #:** _____ **Ext:** _____

Authorized Employee: _____

Authorized Employee: _____

Affected Equipment: _____

Location of Equipment: _____

Scope of Work: _____

Start Date: _____ **Approximate Start Time:** _____ **AM** **PM**

Estimated Completion Date/Time: _____

Location of Energy Isolation Device(s): _____

Additional Information: _____

AUTHORIZED EMPLOYEE

CONTACT DOCUMENTATION FORM

This form is to be used for documenting contact attempts of authorized employees when their lockout devices must be removed and it is suspected that they are no longer on site to remove the device themselves. The authorized employee(s) must be informed of the removal of their lock(s) by their supervisor prior to returning to duty.

Date: _____

Name of Affected Equipment: _____

Location of Affected Equipment: _____

Energy Isolation Devices Removed: _____

Name of Authorized Employee(s): _____

Describe Attempt(s) to Contact Authorized Employee(s) at Facility:

Describe Attempt(s) to Contact Authorized Employee(s) at Home:

Authorized Employee(s) Notified of Removal of Isolation Devices:

Date Notified: _____ **By Supervisor:** _____

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Affected employees will be notified when the equipment or machinery being serviced is back in service and available for use. If you are unaware of service or maintenance work being performed in your department, and notice any lock-out/tag-out devices on any equipment, notify your supervisor **IMMEDIATELY**. **DO NOT** attempt to remove the devices or start the equipment.

If you are in need of any further information or have any questions, you may review the Lock-Out/Tag-Out Program located in the Maintenance Supervisors office, or you may contact your department supervisor.