

*NORTHERN MAINE COMMUNITY COLLEGE*

*CONTROL OF HAZARDOUS ENERGY*

*LOCK OUT/ TAG OUT  
WRITTEN PROGRAM*

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## **PROGRAM**

1. Definitions: As per the OSHA Standard, 1910.147, Control of Hazardous Energy
2. Responsibilities:
  - A. The President must take actions necessary to assure that all units of the college are in compliance with this policy and with all pertinent Federal and State regulations.
  - B. The Director of Finance will retain all required records and documentation.
  - C. The Director of Physical Plant and Technology is the Program Administrator and as the President's designee is required to ensure that proper safety training and such equipment is available to comply with the standards and regulations. The Program Administrator must ensure proper and safe procedures are followed by the information technology and maintenance employees performing the work. He must also coordinate and oversee that contractors and other entities follow the prescribed lockout/tagout safety procedures.
  - D. The Trade and Technical Occupations Department Chair must ensure proper and safe procedures are followed by all Trade and Technical Occupations Department employees performing the task. Violations of the lockout tagout procedures are to be reported to the Program Administrator.
  - E. The authorized employee is responsible to see that all work is carried out in a manner that meets the standards and the NMCC Lockout/Tagout Program. The authorized employee is the one who locks/tags out machines or equipment on which he/she is performing service or maintenance.
  - F. The affected employee is any employee whose job requires them to operate any equipment on which service or maintenance is being performed under lock out or tag out.
  - G. All other (NMCC students, staff and outside organizations) are trained to recognize NMCC locks/tags and understand the importance of not attempting to operate equipment that has been locked/tagged out.

### 3. Additional Work Situations:

- A. Group lockouts. When servicing or maintaining a machine or piece of equipment by a crew, craft, or department, procedures shall be used that afford the employees a level of protection equivalent to that of a personal lock out/tag out device. Each authorized employee shall affix a personal lock out/tag out device prior to the start of the service or maintenance.
- B. Shift Changes. When a shift or personnel change occurs, the Authorized Employee originally applying the lockout will notify the oncoming Authorized Employee of the work in progress and the change of locks/tags will take place, allowing the oncoming person to assume responsibility for the lockout. A full briefing of the scope, stage, and energy sources will take place with the oncoming Authorized Employee.
- C. Removal of Lock/Tag of Absent Authorized Employee. Locks will only be removed in cases where the authorized employee who applied it is absent and will **ONLY BE REMOVED BY THE PROGRAM ADMINISTRATOR** after it has been fully verified that the Authorized Person is **NOT ON THE PREMISES**. The lock will be returned to the Authorized Employee by the **PROGRAM ADMINISTRATOR** prior to returning to the work site.
- D. Outside Contractors. Whenever outside servicing personnel are to be engaged in activities of lockout/tagout, the on-site employer and outside employer shall inform each other of their respective lockout/tagout procedures. Contractors must use the NMCC approved color coding for locks and tags.

### 4. Inspections:

Annual inspections of lockout/tagout procedures and practices will be supervised by the Director of Physical Plant, Technology and by the Trade and Technical Occupations Department Chair or the Campus Safety Officer. Each will inspect the lockout/tagout practices and procedures of the personnel under their direct supervision. This inspection will be performed yearly beginning date will be September 1 each year. This inspection will be documented in the campus training file system. Practices and procedures specifically and singularly performed by each of these individuals will be inspected by the one of the others to ensure that they are not inspecting their own procedures.

### 5. Lock and Tag Colors:

- A. All NMCC locks shall be red in color and only have one key for each lock. These locks are not permitted to be used for any purpose other than energy control procedures.
- B. Tags shall be red and black in color and meet the OSHA standard.

6. Training

- A. Training shall be provided to all authorized, affected, and other personnel as required by 29CFR 1910.147.
- B. Students, during orientation, are familiarized with the color and type of locks/tags that are used at NMCC. They are also instructed on the purpose of the lockout/tagout program and the prohibition on starting equipment that has been locked and tagged out.

7. Energy Control Procedure: See NMCC Lockout/Tagout Procedures Manual