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## SEATTLE UNIVERSITY TAG AND LOCKOUT REQUIREMENTS

This document provides a safe means for working on energized equipment. These requirements provide protection of personnel and equipment. This program applies to all equipment or piping that can be energized.

### Definition:

An energized or de-energized piece of equipment or circuit is that which either supplies or receives energy from the system (equipment and/or circuits) which is being worked on.

Energy is to be interpreted as electricity, fluid (liquid and gaseous) pressure, mechanical drive, etc.

A key element to these requirements is that tags shall not be violated. No one is to remove a tag that was placed by another University member or contractor.

The second key is that tags are controlled. Logs are kept on the tags - there location, dates on and off, etc. No document in itself can guarantee safety. The supervisor is responsible for ensuring that each member of his/her shop is familiar with these requirements, that each is strictly followed and for taking the necessary steps to ensure that the work will be performed in a safe manner.

### Tag Application

#### Danger Tags

For on campus projects, one kind of tag can be used, the DANGER TAG. It will be used where operations could cause personal injury or equipment damage.

The DANGER TAG may be overridden only in emergency cases with the approval of the project supervisor, shop lead or administrative manager.

The contractors' responsible supervisor will prepare their own tags or confirm that individual tags are in place.

The tag shall be marked with the workers name and date of lockout. Other remarks may be placed in the "Remarks" section of the tag.

#### Lockout

Before work begins on any equipment, its power switch shall be locked and tagged in a de-energized position. Equipment as used here means any device that could, in an energized

state, be harmful. This includes wiring, wired equipment, switchgear, substations, motor control centers, distribution panels, motors, pumps, etc. It will also apply to valves that are equipped with lockout loops or are deemed necessary to be locked out by the shop lead.

The following procedure shall be used when placing or removing locks.

1. The DANGER TAG and LOCK will be supplied by each shop with the lead aware of the tag and lock being used. The employee shall sign the tag. A second tag such as one reading DANGER - DO NO REMOVE THIS TAG or ELECTRICIANS AT WORK may be attached to the numbered tag to emphasize the importance of the tagging procedure or to provide additional information. The Remarks section of the tag can also be used for additional information.
2. The lock and tag location, date, employees name, and description of work is entered in the TAG AND LOCKOUT LOG.
3. Attach the tag to the controlling device. Each employee attaches their own lock. An attempt will be made to activate the equipment to ensure that the right device has been locked out.
4. The employee shall retain one key and his/her lead or supervisor shall control a spare.
  5. Each employee shall remove their own lock.
6. The lock shall be kept with the employee's personal equipment box, a locked shop box or with the shop lead.
7. Employees, other than electricians, who must work on electrically powered equipment, the employee shall contact the electricians and jointly attach a tag and locks on the switch.
8. When more than one lock is attached, a multiple lock adapter will be used to ensure that the switch cannot be activated until all locks have been removed.

**NO ONE IS AUTHORIZED TO REMOVE ANOTHER PERSONS LOCK.** In any emergency situation where the lock owner is not on site, the lock may be removed at the guidance of the shop lead or a supervisor and only after a safety inspection has been made.

## EQUIPMENT TAGOUT/LOCKOUT

General statement for Seattle University employees:

1. Before work may be performed on, in or near equipment and/or circuits which could cause bodily injury by contact with electrically energized parts, by accidental start-up of machinery, by release of fluid pressure (air, steam, hydraulics, etc.) or by contact with acids, corrosives, flammables or other hazardous materials, electrical circuits shall be de-energized, valves shall be closed, pressure shall be bled off, hazardous materials shall be drained from lines and/or vessels when necessary.

Requirements: 1. Equipment or circuits that are de-energized shall be rendered inoperative (either by physical removal of control capabilities or placement of a lockout mechanism) and have tags attached at all points where such equipment or circuits can be energized.

2. Controls that are to be de-activated during the course of work on energized or de-energized equipment or circuits shall be tagged and locked if deemed necessary by shop lead.

3. Tags shall be placed to identify plainly the equipment or circuits being worked on.