

LOCKOUT-TAGOUT PROGRAM

for the Town of Medway

The purpose of this program is to establish procedures for the safe control of energy through locking and tagging of equipment and machinery at all municipal locations in the Town of Medway.

This program supports compliance with the Occupational Safety and Health Administration Lockout/Tagout Standard as found in 29 CFR 1910/147. This program applies to all company employees who are authorized to perform maintenance service activities on equipment or processes, which present energy hazards and any employees who are affected, by these activities.

DEFINATIONS

- Affected Employee:** An employee whose job requires him/her to operate or use a machine or equipment on which service or maintenance is being performed under lockout/tagout, or whose job requires him/her to work in an area in which such service or maintenance is being performed. Affected employees must be informed when lockout/tagout is being performed.
- Authorized Employee:** A person who locks and tags machines or equipment in order to perform service or maintenance on that machine or equipment.
- Energy Isolating Device:** A mechanical device that physically prevents the transmission or release of energy, including a manually operated electrical circuit breaker, a disconnect switch, a line valve, a block and any similar device used to block or isolate energy.
- Lockout:** The process used to identify, cut off and secure all energy sources before beginning repairs, adjustments or maintenance. A lockout device is used to secure equipment or machinery in the off position, ensuring that the equipment or machinery cannot be operated.
- Lockout Device:** A lock (either key or combination type) that holds an energy isolation device in a safe position, and prevents the machine or equipment from energizing.
- Servicing/Maintenance:** Workplace activities that require lockout/tagout on the equipment before beginning the activity because employees may be exposed to the unexpected energization or startup of the equipment or the release of hazardous energy. Servicing and or maintenance

includes constructing, installing, setting up, adjusting, inspecting, modifying, lubricating, cleaning or unjamming and making tool changes.

Tagout: Attaching a tag to the lock on the power source that has been shut off, indicating the time, reason for the lockout and the name of the person doing the work. The tag acts as a warning not to restore energy to the equipment or machinery.

Zero energy Start: All energy has been controlled in machinery or equipment.

RESPONSIBILITIES:

The PROGRAM ADMINISTRATOR will be the Department Head of each municipal location.

The **Program Administrator** is responsible for:

1. Issuing and administering this program and making sure that the program satisfies the requirements of all applicable federal, state or local lockout/tagout requirements.
2. Providing initial and annual training of employees on lockout/tagout procedures.
3. Maintaining the training records of all employees included in the training sessions.
4. Verifying through periodic audit that the energy control program effectively protects employees servicing powered equipment.
5. Assuring that all employees who are authorized to service equipment within the facility have received training on appropriate lockout/tagout procedures and energy control plans.
6. Completing energy control plans for each specific piece of equipment or process within the facility.
7. Assuring that appropriate energy isolation devices are available for all equipment or processes within the facility.
8. Assigning locks to authorized employees.
9. Coordinating activities of contractors that may affect lockout/tagout and energy control procedures within the municipality.
10. Ensuring that only authorized employees service the equipment and machinery in their department.

AUTHORIZED EMPLOYEES are responsible for:

1. Complying with the municipal energy control program
2. Following all safe shutdown and startup procedures
3. Communicating activities to all affected employees and other authorized employees
4. Ensuring the security of their own lock and key, including removal of lock when installed on equipment to be removed by authorized employee only when placing equipment back into service

5. When authorized employee has neglected to remove locking device from equipment that has been returned to service and has left employment premises, the department supervisor will exhaust all efforts to contact the employee to remove his locking device. Any time put in by negligent employees to remove their locking device will be on “their own time”, without compensation from the town.

AFFECTED EMPLOYEES are responsible for:

1. Advising the maintenance department when equipment needs servicing
2. Following the direction of the authorized employee as it affects the operation of their equipment

PROGRAM ACTIVITIES

General

1. All equipment that contains energy of any form will be locked out prior to being serviced or maintained.
2. All employees who are authorized to work on equipment or machinery in the municipality will follow appropriate municipal lockout/tagout procedures
3. Contractors who perform work on municipal equipment will comply with municipal lockout/tagout procedures
4. An energy control plan will be completed for all pieces of equipment requiring lockout. This plan will identify all energy isolation points to be locked and tagged, as well as any special information required to safely achieve a zero energy state.
5. Lockout checklist and safe startup checklist will be used during all service and maintenance activities to ensure the safety of both authorized and affected employees.

Work requiring more than one Person

1. If more than one person is required to lock or tag out equipment, each person shall place his or her own lock and tag on the energy isolate devices.
2. When an energy isolating device cannot accept multiple locks and tags, a multiple lockout device or hasp will be used.

EMERGENCY CALL LIST

Key Municipal Officials

	Work	home	cell
Chairman, Bruce Jones	746-3865	746-9427	731-9427
Vice Chairman, Darrell Lyons	990-7374	746-9493	731-9493
Selectmen, James Lee	723-8850	746-5496	731-7745
Selectmen, John Farrington	746-3470	746-5766	447-0301
Selectmen, Greig Barker		746-9469	
Admin. Asst., Kathy Lee	746-9531	746-9254	731-8778
Police Chief, Twig Cramp	746-3556	746-9082	
Fire Chief, Peter Noddin		746-5166	

Designated Municipal Emergency Responders

Fire Department	911	746-9618	
Police Department	911	746-3556	
Ambulance	911	746-3556	
Highway	911	746-5184	home 765-2150

Other Resources

Bangor Hydro	1-800-499-6600		
State Police	911	1-866-2121(non-emergency)	
Department of Labor	624-6400		