

Environmental Health & Safety Policy & Procedure #7

TITLE: **UNIVERSITY LOCKOUT/TAGOUT POLICY**

OBJECTIVE AND PURPOSE: To establish personnel responsibilities and standard procedures to ensure that whenever the possibility of unexpected machine/equipment start-up exists, or when the unexpected release of stored energy could occur and cause injury, the equipment is isolated from its energy sources and rendered inoperative prior to servicing.

RESPONSIBILITY	<u>ACTION</u>
ENVIRONMENTAL HEALTH & SAFETY	<ul style="list-style-type: none"> ◆ Develop and implement a comprehensive Lockout/Tagout Program. ◆ Conduct lockout/tagout training to familiarize employees with the hazards associated with lockout/tagout activities. ◆ Ensure periodic evaluation of each department's lockout/tagout compliance. ◆ Ensure affected departments are instructed on the procedures and applicable standard.
DEPARTMENT	<ul style="list-style-type: none"> ◆ Ensure compliance with the lockout/tagout program. ◆ Provide appropriate locks/tagout equipment and accessories at no cost to all affected employees. ◆ Primarily responsible for enforcement and implementation of lockout/tagout program. ◆ Conduct annual inspection and certification of authorized employees. ◆ Ensure employees have received training and are knowledgeable with the hazards of lockout/tagout. ◆ Ensure employees know shut down and start-up procedures of equipment. ◆ Notify all affected employees of a pending shut down of equipment.
EMPLOYEE	<ul style="list-style-type: none"> ◆ Receive awareness training on hazards associated with lockout/tagout process, hazard report system, and operational procedures. ◆ Comply with any other rules deemed necessary by their department. ◆ Be held accountable for following the guidelines and practices established by the FAU Lockout/Tagout Program. ◆ Not attempt to start, energize, or use equipment that is locked out.
REFERENCE	<ul style="list-style-type: none"> ◆ 29 CFR 1910.147

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APPROVED:	Vice President	Associate V.P.	Director