LOCKOUT/TAGOUT POLICY

1. Purpose

The lockout/tagout (LOTO) policy is designed to prevent injuries and stop accidental release of potentially hazardous energy (e.g., electrical, mechanical, hydraulic, pneumatic, chemical, thermal) during servicing or maintenance on machinery and equipment through the use of energy control procedures.

The purpose of this policy is:
- To establish a program to protect employees from unexpected energization, startup, or release of stored energy.
- To comply with the Occupational Health and Safety Administration (OSHA) Standard for the Control of Hazardous Energy (lockout/tagout).

2. Scope

The lockout/tagout policy applies to all employees and contractors who work on or near machinery and equipment during servicing or maintenance. This policy does not apply to:
- Plug and cord electrical equipment for which hazards can be controlled by unplugging the equipment from the energy source and if the plug is exclusively under the control of the employee performing the servicing or maintenance.
- Hot tap operations involving transmission and distribution systems for gas, steam, water, or petroleum products when they are performed on pressurized pipelines, provided it can be demonstrated that continuity of service is essential, shutdown of the system is impractical, and documented procedures are followed and special equipment is used to provide proven, effective protection for authorized employees.

3. Definitions

3.1 Affected employee: an employee whose work operation is or may be in an area where energy control procedures may be utilized, but does not perform servicing or maintenance on machines or equipment that would require LOTO.
3.2 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.
3.3 Disconnecting means: the switch or device used to disconnect the circuit from the power source.
3.4 Energy isolating device: a mechanical device that physically prevents the transmission or release of energy (e.g., a disconnect switch, manually operated circuit breaker, line valve, etc.). Note: Push buttons, selector switches, and other control circuit type devices are not energy isolating devices.
4. Responsibilities

4.1 Responsible Individual
The highest-ranking individual serving in a management capacity within each Program, Department, School or Division (e.g., Directors (program or facilities) and School or Divisional Deans) is the Responsible Individual. Responsible Individuals have the following responsibilities:

• Allocating necessary funds to support compliance with the LOTO program.
• Enforcing compliance with the LOTO program and, where necessary, taking disciplinary actions in accordance with Institutional Policies & Procedures Manual as well as the relevant handbooks and collective bargaining agreements.

4.2 Supervisors are responsible for:

• Informing Environmental Health and Safety, Facilities Management, of changes in job assignments, machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.
• Establishing written energy control procedures to be utilized by their authorized employees during servicing and repair of specific machinery and equipment.
• Purchasing appropriate lockout/tagout devices where necessary for equipment owned or operated by their department.
• Monitoring and enforcing compliance with the policy including, but not limited to: training, periodic inspection, selection and use of LOTO devices by affected and authorized employees that they supervise.

4.3 Authorized employees are responsible for:

• Complying with the policy: adhering to energy control procedures, attending training, properly using LOTO devices, and reporting safety concerns to their Supervisor.

4.4 Affected employees are responsible for:

• Complying with the policy: adhering to energy control procedures, attending training, and reporting safety concerns to their Supervisor.

4.5 Director of Facilities Management is responsible for:

• Ensuring maintenance staff and contractors hired by Facilities Management comply with LOTO procedures.

4.6 Environmental Health and Safety (EHS), Facilities Management, is responsible for:

• Conducting periodic inspections of the energy control procedures with supervisors of authorized employees.
• Providing technical support and training as needed.
• Maintaining centralized training records for training and periodic inspection of energy control procedures.
• Periodically reviewing effectiveness of the policy and updating it as needed.

4.7 Project Managers are responsible for:
• Ensuring contractors are informed of and comply with the requirements of this policy and provide information on their specific energy control procedures.

4.8 Contractors are responsible for:
• Complying with all LOTO requirements.
• Ensuring all their employees performing work on The New School’s campus have been suitably trained on both LOTO procedures specific to the contractor and The New School.

4.9 Labor Relations, Human Resources Department is responsible for:
• Reviewing and responding to communications from labor unions, or from health care providers or employees raising personal medical issues/concerns regarding issues related to this policy and/or its application to an employee or employees.

5. Energy control procedures

5.1 Written energy control procedures
• Supervisors of authorized and affected employees must establish and implement a written energy control procedures for a particular machine or equipment during servicing or repair.
• The procedures must clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited, to following:
  o A specific statement of the intended use of the procedure,
  o Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy,
  o Specific procedural steps for the placement, removal, and transfer of LOTO devices and the responsibility for them, and
  o Specific requirements for testing a machine or equipment to determine and verify the effectiveness of LOTO devices and other energy control measures.
• Written procedures for a particular machine or equipment are not required if all of the following conditions for this exception are met:
  o The machine or equipment has no potential for stored or residual energy or reaccumulation of stored energy after shut down which could endanger employees,
  o The machine or equipment has a single energy source which can be readily identified and isolated,
o The isolation and locking out of the single energy source will completely de-energize and deactivate the machine or equipment,
o The machine or equipment is isolated from the single energy source and locked out during servicing or maintenance,
o A single lockout device will achieve a locked-out condition,
o The lockout device is under the exclusive control of the authorized employee performing the servicing and maintenance,
o The servicing and maintenance does not create hazards for other employees, and
o The department using this exception has had no accidents involving the unexpected activation or reenergization of the machine or equipment during servicing or maintenance.

5.2 De-energization

• As a rule, all powered or energized electrical machinery and equipment should be de-energized or shut down before work is performed on or near them. Energized electrical parts of 50 volts or more must be isolated and de-energized due to increased risk of electrical shock or other injuries resulting from direct or indirect electrical contact.
• The circuits and equipment to be worked on must be disconnected from all energy sources.
• Control circuit devices such as push buttons, selector switches, and interlocks must not be used as the sole means of de-energizing circuits or equipment.

5.3 Lockout/Tagout (LOTO)

• LOTO is to be used if machine guards or other safety devices must be bypassed during the work, or if the authorized employee must place any part of his or her body into the point of operation or into an area on the machine or equipment where work is performed.
• An authorized employee must securely attach the LOTO device directly on each energy-isolating device on the machinery or equipment on which work is to be performed in a manner that will hold it in a “safe” or “off” position. The lock is attached to prevent others from operating the disconnecting means unless they resort to undue force or the use of tools. The tag contains a statement prohibiting unauthorized operation of the disconnecting means and removal of the tag. Note: Both a lock and tag must be used together; a tagout device is acceptable only when the machine or equipment cannot be locked out. The tag must be attached securely on the energy-isolating device or visibly posted nearby to anyone who attempts to operate the machine or equipment.
• Group lockout/tagout devices and procedures that afford the authorized employees the same level of protection as individual LOTO devices and procedures must be used when several authorized employees (e.g., crew, department, etc.) are performing servicing and/or maintenance:
  
  o The primary responsibility of group LOTO is vested in an authorized employee (e.g., the crew’s Supervisor) for a set number of employees working under the protection of a group LOTO device.
  
  o The authorized employee with primary responsibility for the employees using the group LOTO device must ascertain the exposure status of each employee with regard to LOTO of the machine or equipment.
  
  o Each authorized employee must affix a personal LOTO device to the group LOTO device when he/she begins work and must remove the device when he/she stops working on the machine or equipment being serviced/maintained.
  
  o When multiple crews or groups are involved, assignment of overall job-associated LOTO control responsibility must be delegated to an authorized employee designated to coordinate affected groups and ensure continuity of protection.

• The Supervisor of an authorized employee(s) or an authorized employee designated by the Supervisor must ensure the continuity of LOTO protection during shift or personnel changes, including transfer and/or application of LOTO device between employees starting or ending their shifts.

• Electric parts that have been de-energized but have not been locked and tagged out must be treated as energized parts.

• Interlocks for electric equipment may not be used as substitutes for LOTO.

• Elevators are to be de-energized at the main electrical source disconnect and locked out/tagged out before entry into elevator pits. Note: The pit stop switch is not an acceptable method to lockout (isolate) the elevator as it is not the main electrical disconnect.

5.4 Verification of de-energized condition

• Once the machine or equipment has been de-energized and locked out/tagged out, the qualified person performing the work must verify de-energization by (1) using test equipment (i.e., appropriately rated voltage detector) and (2) using the equipment’s operational controls or otherwise verify the equipment cannot be restarted.
5.5 Release from lockout/tagout

- The work area must be inspected to ensure nonessential materials have been removed and that all the machine and equipment components are operationally intact.
- Ensure all employees are safely positioned and clear of the area.
- Removal of LOTO devices:
  - The employee who applied the LOTO device or an employee under his/her direct supervision must remove it from the energy-isolating device.
  - Other authorized employees may remove the LOTO device when the employee who applied it is unavailable and only if all of the following conditions are met: he/she has been verified to be absent from the facility and reasonable efforts were made to contact the employee to inform him/her that the LOTO device has been removed before he/she resumes work at that facility.
  - If the LOTO device must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment, or any of its components, the following sequence of actions must be followed:
    A. Clear the machine or equipment of tools, materials, or other nonessential items and ensure the machine or equipment is operationally intact.
    B. Remove employees from the machine or equipment area.
    C. Remove the LOTO device as described in the section above.
    D. Energize and proceed with testing and positioning.
    E. De-energize all systems and reapply energy control measures to continue servicing and/or maintenance.
  - Notify all affected employees that lockout/tagout devices have been removed before the equipment is re-energized.

5.6 Re-energization

- Before circuits or equipment are re-energized, even temporarily, the qualified person must conduct tests and visual inspections to verify that all devices (e.g., tools, grounds, etc.) have been removed so they can be safely energized.
- Employees exposed to the hazards associated with re-energizing the circuit or equipment must be warned to stay clear of these circuits and equipment.
6. Materials and hardware
6.1 Lockout/tagout devices must be standardized (either of the same color, size, or shape), and tagout devices must have standardized print and format.
6.2 Lockout/tagout devices must be durable to withstand the environment to which they will be exposed and for the maximum period of time that exposure is expected.
   • Lockout devices must be substantial enough to prevent removal without the use of excessive force or techniques like use of cutting tools.
   • Tagout devices must be substantial enough to prevent inadvertent or accidental removal.
6.3 Tagout devices must be non-reusable, attachable by hand, self-locking, non-releasable with an unlocking strength of at least 50 pounds, and having the general design and basic characteristics at least equivalent to a single nylon cable tie.
6.4 Lockout/tagout devices must be able to indicate the identity of the employee applying the device and warn against hazardous conditions if the machine or equipment is energized and must include warnings such as: Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate.

7. Periodic inspection
7.1 EHS and authorized employees who do not utilize the energy control procedure will conduct periodic inspections of the energy control procedure at least annually to ensure compliance.
7.2 The periodic inspection must be conducted to correct any deviations or inadequacies identified.
7.3 The periodic inspection must include a review between the person(s) conducting the inspection and each authorized employee, of that employee’s responsibilities under the energy control procedure being inspected.
7.4 EHS and the supervisors must certify that the periodic inspections have been performed using Appendix A.

8. Training
8.1 Supervisors must schedule training with EHS to ensure all authorized and affected employees receive training.
8.2 The training will ensure authorized employees understand the purpose and function of the energy control program, and acquire the knowledge and skills required for the safe application, usage, and removal of the energy controls.
8.3 The training for authorized employees will include:
   • Recognition of applicable hazard energy sources
   • Type and magnitude of energy available in the workplace
   • Methods and means necessary for energy isolation and control
   • Purpose and use of energy control procedure
• Limitations of tags when machines or equipment are incapable of being locked out

8.4 Affected employees whose work operations are or may be in an area where energy control procedures may be utilized must be instructed about the procedure and about the prohibitions relating to attempts to restart or re-energize machines or equipment that are locked out or tagged out.

8.5 Authorized and affected employees must be retrained whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

9. Program Evaluation

9.1 EHS will periodically evaluate the policy and make changes as necessary.

Appendices
Appendix A - Periodic Inspection Certification
Appendix B - Contractor Acknowledgement

References
29 CFR 1910.147

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<th>Issue Date</th>
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<tbody>
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<td>Technical Facilities Advisory Group, Parsons The New School for Design</td>
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APPENDIX A

Periodic Inspection Certification

Instructions: The periodic inspection must be performed at least annually by an authorized employee who is not using the energy control procedures being inspected. Send a copy of the completed form to Environmental Health and Safety, Facilities Management.

Review of:  □ Tagout  □ Lockout  □ Lockout/tagout

Inspection Date:_________________________

Name and ID# of Authorized Employee(s) conducting the inspection:

______________________________________________________________
______________________________________________________________
______________________________________________________________

Print Name  Signature  N#

Name and ID# of each Authorized and or Affected Employee(s) reviewed:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Machine or equipment (include location, description, manufacturer, and model number):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Identified deviations or deficiencies:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Contractor Acknowledgement: Lockout/Tagout

The OSHA Lockout/Tagout Standard (29 CFR 1910.147) applies to the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy, could harm employees. To ensure the safety of all employees and contractors compliance with The New School’s Lockout/Tagout program and all applicable regulations of the Occupational Safety & Health Administration (OSHA) is required. Failure to comply will result in stoppage of work and potential ineligibility for future contracts with The New School.

I (________________________), of (________________________) affirm:

- I have received a copy of The New School’s Lockout/Tagout policy and will ensure my company’s & subcontractor’s employees, if any, comply with its requirements.
- I understand that my company is required to have an energy control (lockout/tagout) program per OSHA’s Lockout/Tagout Standard and will utilize procedures for affixing appropriate lockout devices to energy isolation devices, and to otherwise disable machines or equipment to prevent unexpected energization, and start up or release of stored energy in order to prevent injury to employees.
- Per 29 CRF 1910.147(f)(2)(ii), I agree to notify The New School of my company’s and subcontractor’s (if applicable) lockout/tagout procedures including any restrictions and prohibitions.

____________________________________________  ______________________________________
Signature

Print Your Name & Job Title  Company Name