

CONTROL OF HAZARDOUS ENERGY SOURCES
(LOCKOUT/TAGOUT)

It shall be the policy of the Great Neck Public Schools to comply with Department of Labor, OSHA standard 29 CFR Subpart 1910.147 as follows:

1. Selected operations and maintenance employees who are authorized to perform lockouts shall be identified in writing to all building principals and heads. (See sample letter attached.)
2. Only these persons, and contractors where necessary and authorized, shall initiate and maintain a lockout/tagout for any mechanical or electrical system. (See sample contractor notification attached.)
3. All building principals shall use best efforts to make their building occupants aware of this policy. (See sample letter attached.)

In summary, lockout/tagout will involve an authorized employee who shall:

1. Prepare for shutdown.
2. Let affected employees know that equipment or system will be locked or tagged, and why.
3. Turn off equipment or system.
4. Locate and isolate all energy sources.
5. Lock out or tag all switches or energy controls using special locks or special tags that warn others not to remove them.
6. Test operating controls. See that equipment or system can't start.
7. Place operating controls in "off" or "safe" position.
8. Perform service or maintenance.

8120.3/2

Exercise care and proper procedures when removing locks or tags from equipment or system to ensure no accidents can happen when equipment or system is restarted. (See checklist attached.)

No unauthorized person or persons may remove a lock or tag from equipment or system on which it is found.

This policy is intended to comply fully with OSHA standard 29 CFR Part 1910 which should be reviewed prior to any action.

Great Neck Public Schools
Adopted: 11/15/93