

Adopted: April 9, 2019

LOCKOUT/TAGOUT POLICY

The goal of the Lockout/Tagout Policy (LOTO) is to prevent injuries resulting from failure to use practices and procedures necessary for the control of hazards. It will ensure that machines and equipment are isolated from all potentially hazardous energy sources and are locked out or tagged out before individuals perform any servicing or maintenance work.

The Operations Manager determines the applicability of the LOTO program to activities conducted in the school. S/he designates individuals responsible for the implementation of the LOTO program and ensures compliance with the program. S/he develops, enforces, and updates equipment-specific LOTO procedures. S/he ensures all employees involved in LOTO activities have the appropriate level of training.

Contractors performing servicing or maintenance activities must inform the Operations Manager of their LOTO procedures. The contractor must work in conjunction with the Operations Manager to determine the appropriate joint LOTO procedures. They must ensure their employees understand and comply with all requirements of the approved joint procedures.

All Bonneville Academy employees involved in LOTO activities are responsible for understanding and following the requirements of the LOTO program. Employees not involved with the LOTO program must understand that they are not allowed to remove LOTO locks and tags under any circumstances.

Procedure

1. LOTO will be performed:
 - a. Before servicing or maintenance of equipment which may pose a hazard if accidentally operated during maintenance.
 - b. Prior to entry into any area or structure where operating equipment would pose a hazard.
2. All energy sources for each piece of equipment will be shut down and the energy source isolated, locked out, and tagged out according to its procedure.
3. There will be one lock for each person working on the equipment or involved in any activity where LOTO procedures are to be completed.