SAFETY
PROGRAM

Towns of Mapleton,
Castle Hill, and Chapman

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Hazardous Energy Control Program

TOWNS OF MAPLETON-CASTLE HILL-CHAPMAN

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I. PURPOSE

The purpose of this program is to protect employees of the Towns of Mapleton-Castle Hill-Chapman from injuries while servicing and maintaining equipment.

II. SCOPE

The program establishes requirements for hazardous energy control. It is to be used to ensure that machines and equipment are isolated from all potentially hazardous energy sources whenever servicing or maintenance activities are in progress.

III. RESPONSIBILITY

1. The Safety Program Coordinator specific responsibilities include:
    a. Provide Hazardous Energy Control training to employees.

b. Maintain a current listing of employees (Form HECP-1) who have completed lockout training.
c. Maintain a current listing of all equipment/machines (HECP-2) that fall under the Hazardous Energy Control program. Listing is to be updated each time a change occurs.
d. Implement and enforce this program.
e. Maintain an adequate supply of padlocks and DANGER tags for use each time a lockout process is performed. Padlocks are located on the wall by the employee break room.
f. Conduct the annual inspection and review as required by section VII.

2. Each supervisor is responsible for the effective use of this program in the work group and to see that all required procedures are followed in every instance.
3. Each employee is responsible for learning and following the procedures and practices developed under this program. Notify the Program Coordinator prior to a lockout process.

IV. BASIC LOCKOUT PRINCIPLES

All equipment must be locked out to protect against accidental or inadvertent operation, when operation could cause injury to personnel. Locks are to be applied and removed only by the authorized employee who is performing the servicing or maintenance.

No one should attempt to operate locked-out equipment.

Disciplinary action will be applied if any employee violates these procedures, regardless of whether or not physical harm or equipment damage results.

Lockout devices (padlocks) with an appropriate DANGER warning tag shall be used only for energy control. Prior to the servicing or maintenance of equipment a padlock and DANGER warning tag will be obtained from the Program Coordinator. Each padlock will be keyed differently with no master key or duplicate keys available.

In the event that a lockout or tag out device must be removed **and** the authorized employee who applied the lockout or tag out device is not available to remove the devices, then the Road Commissioner shall assume responsibility as the authorized employee to remove said devices in accordance with the procedures outlined in this program.

V. TRAINING

Each **authorized employee** will be trained in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

Each **affected employee** shall be instructed in the purpose and use of the energy control procedure.

- **Affected employee.** An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

- **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. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under the standard.

All other employees who do not work in areas where lockout may be used will be provided a brief overview of the lockout program.

Training in lockout will be given to all new employees as a part of their orientation. Retraining will be conducted whenever there is a change in job assignment, a change in machinery or equipment or process change that presents a new hazard.

Training records (HECP-1) will be kept for all employees covered under the standard.

VI. LOCKOUT PROCEDURES

A. A. SEQUENCE OF LOCKOUT:
B. The following are specific procedures to be followed for lockout.
    1. Notify the Program Coordinator/Road Commissioner.
    2. Notify all affected employees that lockout is going to be utilized and the reason why.
    3. If the machine/equipment is in operation, shut it down by the normal shutdown procedure.
    4. Operate the appropriate switch, valve, etc., so that the machine/equipment is isolated from the energy source.
    5. Lock the energy isolating devices, using assigned locks and danger tags.
    6. Release, restrain, or dissipate any stored energy.
    7. Verify that energy isolation is complete, by attempting to start the affected machinery or equipment in the normal manner.
    8. After testing, return all operation controls to the "neutral" or "off" positions.
C. RESTORATION TO NORMAL:
    1. After service or maintenance is complete, check the area to ensure that no employees are exposed.
    2. Remove all tools and repair equipment.
    3. Ensure that all guards have been replaced and all safety interlocks reactivated (if so equipped).
    4. Verify that the operating controls are in the "off" or neutral position.
    5. Remove all lockout and tag devices and activate the energy isolation devices to restore energy.

VII. PROGRAM INSPECTION AND REVIEW

At least annually, the Program Coordinator will verify the effectiveness of the energy control procedures. These inspections shall provide for a demonstration of the procedures and may be carried out through random audits and observations.

The inspector will review the Hazardous Energy Control Procedure with all authorized employees and actually observe the use of the procedure. This inspection will be certified and documented by the inspector using a Hazardous Energy Control Lockout Program Inspection form (HECP-3).

These inspections are to ensure that the energy control procedures are being properly used and to provide a check on the continued adherence to the procedures. The Road Commissioner will certify that the prescribed inspections have been performed. Any deficiencies will be corrected immediately, either by modification of the procedure, retraining of employees, or a combination of both.

VIII. OUTSIDE CONTRACTORS

Outside personnel or contractors involved in lockout of equipment or machinery that affects our employees must submit their energy control procedures, in writing, to the Program Coordinator. All affected employees must be trained in and familiar with the contractor's submitted procedure.

In order to protect our employees, the contractor's work area will be isolated, and access by our employees will be restricted. If this is impractical or cannot be accomplished, the Program Coordinator must assure the contractor's compliance with proper work procedures, energy isolation procedures and contractor employee compliance.

Contractors failing to adhere to the provisions of the OSHA Hazardous Energy Control standard will be asked to terminate their work until their program is brought into compliance.

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TRAINING RECORD

The following employees have received Hazardous Energy Control (Lockout) training.

NAME	TYPE OF TRAINING*	DATE
Chris Woodworth	MMA – Robert Thomas	April 12, 2011
Scott Ashby	MMA – Robert Thomas	April 12, 2011
Steven Kennedy	Policy review and Video	June 9, 2015

*List as authorized, affected, or other

Town Manager Jon Frederick

Program Coordinator

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LOCKOUT EQUIPMENT LISTING

The following machines and equipment fall under the requirements of 29 CFR 1910.147. For this reason, appropriate lockout procedures must be performed each time servicing or maintenance is done.

Equipment/Machine	Location	Date Listed
Drill Press	Garage	10/22/08
Air Compressor, Hose Crimper, Overhead Doors	Garage	10/22/08
Welder	Garage	10/22/08
Dump Trucks / Plow Trucks	Garage	10/22/08
Fuel Pumps	Behind Garage	10/22/08
Loader	Garage	10/22/08
Grader	Garage	10/22/08
Pick Up Trucks	Garage/ Fire Station	10.28.08
All Hand Tools, All Drills, Saws, Grinders, Pressure Washer.	Garage	10.28.08
Backhoe	Garage	8/7/2014
Forklift	Salt shed / garage	9/16/2016
Fire Trucks	Fire Station	9/21/2016

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ANNUAL LOCKOUT/TAGOUT ADMINISTRATIVE REVIEW

Date_____

The Lockout/Tagout procedures for this facility have been reviewed for necessary changes. Each piece of equipment is listed and the required Lockout/Tagout isolation points (valves, breakers, disconnects, etc.) are properly identified.

Responsible Manager: _____

The following changes have been made (if no changes, write “None”):

_____

_____

_____

_____

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EQUIPMENT – SPECIFIC
LOCKOUT / TAGOUT PROCEDURE
PUBLIC WORKS DEPARTMENT

Dump Trucks / Plow Trucks:

While performing routine maintenance on dump and plow trucks, chock blocks shall be set in place, the master switch shall be set in the off position, keys shall be removed, and a “DO NOT OPERATE” tag shall be attached in a conspicuous place so all employees know that this piece of equipment is being worked on.

If dump body is in raised position, it shall be blocked with appropriate blocking, or the standard body jack that was installed by the factory shall be used. While doing this operation, the master switch shall be in the off position, the keys removed and tagged out as done above.

If any plow equipment is being worked on in a raised position it shall be blocked with square wooden blocks, approved stands, or an approved safety chain shall be used so that if the hydraulics fail, the implement will not drop down and either pinch or crush any part of the body. While doing this operation, the master switch shall be in the off position, keys removed and tagged out as above.

Loader / Backhoe / Forklift:

While performing routine maintenance on loaders backhoes and forklifts, chock blocks shall be set in place, the master switch shall be set in the off position, keys shall be removed, and a “DO NOT OPERATE” tag shall be attached in a conspicuous place so all employees know that this piece of equipment is being worked on.

If at any time any of the hydraulic attachments [i.e. bucket, plow equipment, backhoe, forks, etc.] are being worked on in the raised position, appropriate square wooden blocking, approved stands or safety chains shall be placed in the appropriate place so the particular implement will not drop onto any person’s body part.

Grader:

While performing any and all routine maintenance on the grader, chock blocks shall be set in place, the master switch shall be set in the off position, keys removed, and a “DO NOT OPERATE” tag shall be attached in a conspicuous place so all employees know that this piece of equipment is being worked on.

If at any time any of the hydraulic attachments [i.e. wing plow, front plow or moldboard] are being worked on in the raised position, they shall be blocked with appropriate square wooden blocking, approved stands or secured in place by approved safety chains.

Pickup Trucks:

While performing routine maintenance on pickup trucks, chock blocks shall be set in place, the master switch shall be set in the off position, keys shall be removed and a “DO NOT OPERATE” tag shall be attached in a conspicuous place so all employees know this piece of equipment is being worked on.

If the pickup is equipped with a dump body and it is being worked on in a raised position, the body shall be blocked with the appropriate blocking, or a standard body jack will be used to hold the body in place in case of hydraulic failure.

If the pickup is equipped with plow equipment, whenever the plow equipment is being worked on in a raised position it shall be blocked with the appropriate blocking or a safety chain shall be used so that if the hydraulics fail, it will not drop down and either pinch or crush any part of the body.

Fire Trucks:

While performing routine maintenance on fire trucks, chock blocks shall be set in place, the master switch shall be set in the off position, keys shall be removed and a “DO NOT OPERATE” tag shall be attached in a conspicuous place so all employees know this piece of equipment is being worked on.

Specialized Equipment Holder, Air Compressor, Hose Crimper, Overhead Doors, Welder, Etc.

While performing routine maintenance on the above pieces of equipment, chock blocks shall be set in place, the master switch shall be set in the off position, keys removed, and a “DO NOT OPERATE” tag shall be attached in a

conspicuous place so that all employees know that this piece of equipment is being worked on.

If any of the above pieces of equipment has hydraulic attachments and they are being worked on in a raised position, it shall be blocked with the appropriate blocking, approved stands, and/or safety chains to hold the attachment in place in case of hydraulic failure.

Tools / Equipment: (All Hand Tools, All Drills, Saws, Grinders, Pressure Washer.)

While performing maintenance on electrical tools they shall not be plugged into an electrical outlet.

Appropriate blocking shall be defined as follows: square pieces and in a size [6” X 6” X 3”] so as to be able to stack in a crib-like manner if need be, to secure any type of equipment from falling.