



## WASHINGTON MILITARY DEPARTMENT POLICY

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Safety Policy 01-115-06

LOCKOUT / TAGOUT

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1. **PURPOSE:** To implement a written Lockout/Tagout program to protect employees from exposures to hazardous energy sources and injuries caused by unexpected start up or release of stored energy from the servicing and maintenance of machinery / equipment / systems.
2. **APPLICABILITY:** While it is my intent to have standardized and comprehensive safety, loss control, risk management and accident prevention programs across the Washington Military Department, this Policy is primarily applicable to State maintenance and construction employees. Similar safety programs are mandated and in place for the Washington Air National Guard and Washington Army National Guard that apply to federal personnel to include Active Guard Reservists, traditional guardsmen in a federal military status and federal military technicians. It is my goal to properly integrate and interface these programs between divisions. For example, state employees who conduct maintenance activities in federal / state buildings occupied by National Guard units will have safety, occupational health and industrial hygiene interfaces and overlaps. I expect cooperation and collaboration in these areas to ensure there are no gaps in our programs and that issues are effectively managed by affected members, safety managers and our respective safety councils.
3. **REFERENCES:**
  - a. Chapter 296-803 WAC, Lockout / Tagout (Control of Hazardous Energy)
  - b. WISHA Regional Directive (WRD) 91-9A Control of Hazardous Energy (Lockout / Tagout) Inspection Procedures and Interpretive Guidance
  - c. WMD Safety Program Manual Section Ten
4. **POLICY:** This policy in conjunction with the corresponding procedure constitutes the Department's Lockout / Tagout Program. The Lockout / Tagout Program is intended to protect employees from exposures to hazardous energy sources and injuries caused by unexpected start up or release of stored energy from the servicing and maintenance of machinery / equipment / systems.
  - a. Each Maintenance Manager or Shop Supervisor shall manage their facility / work site Lock Out / Tagout Program.
  - b. Each piece of machinery/ equipment / or system that has stored energy will be identified and a Lock Out / Tagout Plan (MIL FORM 913) shall be developed prior to any work being performed by construction and / or maintenance employees.

- c. All affected / authorized employees shall be trained.
- d. Inspections / review of the Lockout / Tagout program shall occur at least on an annual basis (MIL FORM 914) Certificate of Lockout / Tagout Inspection Review).
- e. Outside service and maintenance contractors shall be provided necessary information regarding Lockout / Tagout procedures of the State facility / work site.
- f. No machine / equipment / system with a lockout and/ or tagout device in place shall be re-started and / or energized unless an Exception for Removal of a Lock Out / Tagout Device (MIL FORM 915) is completed.

This policy will be reviewed and updated on a regular as needed basis.

  
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Timothy J. Lowenberg  
Major General  
The Adjutant General  
Director, Washington Military Department

14 March 2006  
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Date