



## WASHINGTON MILITARY DEPARTMENT PROCEDURE

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Safety Procedure 01-115-06

LOCKOUT / TAGOUT

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The Department recognizes the inherent danger linked with the release of stored energy in machinery / equipment / systems. This procedure is intended to protect workers from the risks associated with the release of stored energy while performing service and maintenance on machinery / equipment / systems.

### 1. PROGRAM MANAGEMENT

a. Each Maintenance Manager or Shop Supervisor shall:

- (1) Ensure protection of employees through implementation of enforcement of this policy, and shall ensure documentation and implementation of Lockout / Tagout procedures and the availability of appropriate lockout / tagout devices where servicing and maintenance work is performed on, in or around machinery / equipment / systems.
- (2) Appoint an individual to act in the capacity of Lockout / Tagout plan-manager.

b. Lockout / Tagout Plan Manager shall:

- (1) Coordinate the development of procedures for the lockout of each machinery / equipment / systems.
- (2) Write specific Lockout / Tagout Plan (MIL FORM 913) for each machine / equipment / system to be locked out / tagged out.
- (3) Coordinate Lockout / Tagout training for all authorized employees to include at a minimum the following:
  - (a) Recognition of hazardous energy sources;
  - (b) Types and magnitude of energy in the workplace;
  - (c) Methods and means necessary for energy isolation and control; and
  - (d) Site specific Lockout / Tagout procedures for each machinery / equipment / system they will perform maintenance and service.
- (4) Coordinate Lockout / Tagout training for all affected workers to include at least the following:

- (a) Purpose, use, and process of the lockout / Tagout procedure.
- (b) Prohibition from re-starting and / or energizing any machinery / equipment / system that has a lockout and/ or tagout device in place (MIL FORM 915 Exception for Removal of Lockout / Tagout Device).
- (5) Coordinate retraining as necessary due to changes in job assignments, machinery / equipment / systems, procedures, or to ensure employee awareness and proficiency in the recognition and use of lockout / tagout procedures.
- (6) Ensure provided training is documented using HRDIS Code 0107SDGG.
- (7) Conduct periodic (at least annually) inspections / review of the Lockout / Tagout program and document on the MIL FORM 914 Certificate of Lockout / Tagout Inspection Review.
- (8) Coordinate and ensure outside service and maintenance contractors are knowledgeable of the facility / work site lockout / tagout procedures. Coordinate the transfer of necessary information regarding lockout / tagout.

## 2. COMPLETING THE LOCKOUT / TAGOUT PLAN MIL FORM 913

- a. Complete the Lockout / Tagout Plan / Procedure form for each machine / equipment or system requiring a written lockout / tagout procedure as follows:

- (1) #1 - Enter the name of the facility / work site and date.
- (2) #2 - Enter job title and / or name of person responsible for the plan management (To be determined by the Maintenance Manager or Shop Supervisor).
- (3) #3 - Enter job title and name of person responsible to coordinate worker training requirements of the lockout / Tagout program.
- (4) #4 a:

#4 a (1) List machinery / equipment and location (s). Identify all powered machinery or equipment to be included in the program. Do not include equipment with a single power source that receives its energy through a cord and plug that can be controlled by the person performing the maintenance, service, or repair. If a person cannot control the plug, a plug lock should be used to ensure the equipment will not be accidentally or inadvertently energized. Interpretation of plug controls is addressed in the L&I WRD 91-9A, Page 6, Paragraph f.

Lubricating, draining pumps, servicing of filter and inspection for leaks and / or mechanical malfunction are examples of routine operations that often can be accomplished with effective production-mode safeguards and may be exempted from a Lockout / Tagout program. (More information available in L&I WRD 91.9A) Review MIL FORM 914 Certificate of Lockout / Tagout Inspection Review to list all machines / equipment.

- #4 a (2) List hazardous energy type(s) and magnitude(s), (i.e., overhead ram weighing 500 lbs., pneumatic pressure at 90 psi). Identify the kinds of energy used by the machine / equipment. Make certain all energy sources are listed. Some machines use multiple electrical types and / or sources, hydraulic, and / or pneumatics. They may also have gravity energy in the form of an overhead ram, slide device, or spring-loaded mechanism.
  
- #4 a (3) List the type(s) of stored energy and method(s) to dissipate or restrain (i.e., the main recoil spring for the flywheel will have energy restrained by blocking the wheel with the steel rail provided). Identify lockout locations and measures to be used to control the energy noted. Electricity is normally locked out at a master control or other disconnect box with a padlock and information tag (push buttons or on / off switches may not be used for lockout). Hydraulics and pneumatics are usually locked out at a pump or compressor and the line is also bled or disconnected to prevent rebuilding of pressure. Padlock, chain, and tag are the usual devices to establish lockout. Steam can usually be controlled by placing a bland flange in the line. Gravity feed, spring pressure, or slides are often controlled by placing a restraining device between the energy source and the worker or hazard point. The restraining devices might be timbers, I-beams, or equivalent and must be located near the machinery / equipment / system to be used on. Designated restraining devices must not be used for other purposes.
  
- #4 a (4) List lock method and device location for each type of energy (i.e., padlocks will be used to lock out the 220 and 280 electricity at the identified master control). Identify hardware and materials to be used. Padlocks painted red, chains, and tags meeting the requirements of WAC 296-803 are the usual items used for this program. This equipment may not be used for any other purpose. Locks must be identified with the individual using them by name, number, or similar means. The authorized person using the lock must have sole control of the lock. No master key may be kept by anyone else.
  
- #4 a (5) List equipment and components tested to confirm de-energization (i.e., the main drive motor will be tested at the terminals to ensure all power has been disconnected).
  
- #4 a (6) List the authorized person(s).
  
- #4 a (7) List / identify affected person(s).

### 3. DEFINITIONS

Affected employee - An employee who's required to operate, use, or be in the area where a machine or equipment could be locked or tagged out for service or maintenance.

Authorized employee – An employee who is qualified by reason of training and to whom the authority and responsibility to deactivate and lockout or tagout machinery / equipment / systems for servicing and maintenance activities.

Energy Source – Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy including gravity.

Energy isolating device - A mechanical device that physically prevents transmitting or releasing energy. This includes, but is not limited to: Manually operated electrical circuit breakers, Disconnect switches, manually operated switches that disconnect the conductors of a circuit from all ungrounded supply conductors if no pole of the switch can be operated independently, line valves, blocks, and similar devices used to block or isolate energy.

Lockout - Placing a lockout device on an energy-isolating device using an established procedure to make sure the machine or equipment can't be operated until the lockout device is removed.

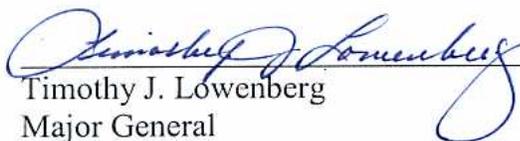
Lockout device - A device that uses a positive means, such as a key or combination lock, to hold an energy-isolating device in the "safe" or "off" position. This includes blank flanges and bolted slip blinds.

Service and maintenance - Activities such as constructing, installing, setting-up, adjusting, modifying, maintaining, and servicing machines or equipment. It also includes lubricating, cleaning, unjamming, and making tool changes.

Tagout - Placing a tagout device on an energy-isolating device using an established procedure to indicate that the energy-isolating device and the machine or equipment being controlled may not be operated until the tagout device is removed.

Tagout device - A prominent warning device such as a tag and a means of attachment. It can be securely fastened to an energy-isolating device to indicate that the energy-isolating device and the machine or equipment being controlled may not be operated until the tagout device is removed.

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

  
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The Adjutant General  
Director, Washington Military Department

14 March 2006  
Date