

STATE OF MARYLAND

**Department of Public Safety
and Correctional Services**

PATUXENT INSTITUTION

Directive



PID # 70-6

DATE: 6/1/2002

SUBJECT: Engineering & Maintenance

**TITLE: CONTROL OF HAZARDOUS
ENERGY – LOCK OUT, TAG OUT**

- I. Reference: OSHA Standard 29CFR1910.147
- II. Applicable to: Employees who meet either of the following two (2) criteria:
 - A. Their job requires them to operate or maintain equipment that is subject to Lockout / tag-out.
 - B. Their job requires them to work in areas where lockout / tag-out is used.
- III. Purpose: To establish safety procedures for Employees to follow and ensure that inmates follow while cleaning, adjusting, or making electrical repairs to any equipment or device capable of storing energy.
- IV. Definitions:
 - A. Lockout is the process of installing a lock on an energy isolation device such as a Circuit breaker, high temperature hot water or steam line etc., in accordance with a prescribed procedure so that the equipment or machine it controls cannot be started or allow energy to be accidentally released until the device is removed.
 - B. Tag-out is the process of attaching a sign or label to an isolation device in order to warn others not to restore energy to the equipment on which the tag has been attached.
 - C. Keyed Different is a padlock that is keyed to unlock with only one key. (No Master key)
 - D. Stored Energy is Springs, Parts of equipment that when elevated could drop, rotary flywheels, capacitors, hydraulic systems, systems driven by gas, steam, high pressure water or electricity.
 - E. Authorized Employees are employees that have trained to recognize the hazards of energy sources, and have the ability to identify the type and magnitude of energy available in the facility, have the method and means necessary to isolate and control this energy.

- F. Affected Employees is an employee whose job requires them to operate or use a machine or piece of equipment on which servicing or maintenance is performed under lockout or tag-out. An employee whose job requires them to work in an area where this type of servicing or maintenance is being performed.
 - G. Other Employees are employees whose work operations take them into areas where energy control procedures may be utilized.
- V. Policy: It shall be the policy of the Patuxent Institution that all applicable employees receive the mandated training and understand the regulations relating to this Institutional Directive.
- VI. Procedures:
- A. Equipment having the capability of being locked out shall be handled in the following manner:
 - 1. All employees to whom this is applicable shall have access to keyed different padlocks and locking devices with only one key each. This lock is to be used for lockout purposes only.
 - 2. These affected employees shall also have access to warning tags that shall be used in conjunction with the lockout device when equipment/ electrical circuitry or any stored energy is being worked with.
 - B. Lockout /Tag-out Devices:
 - 1. Shall be stored in the following locations:
 - a. Maintenance Department
 - b. Central Laundry (If Applicable)
 - c. Food Services (If Applicable)
 - 2. Patuxent Institution's Daily tool issue and return log shall be utilized to maintain accountability for lockout / tag-out equipment.
 - a. Each lockout cabinet shall be equipped as necessary depending upon location and equipment in said area.
 - b. The cabinet shall contain all or part of the following items:
 - 1) Keyed different locks and keys
 - 2) Valve lockout
 - 3) Plug locks
 - 4) Short sections of chain
 - 5) Breaker lockouts
 - 6) Tags
 - 7) Nylon type straps
 - 8) Lockout hasps

C. Storage, Control and Inventory:

1. All lockout / tag-out devices shall be stored in locked metal boxes labeled "LOCKOUT / TAG-OUT."
2. Each storage cabinet shall contain a control log and all devices shall be signed in and out.
3. A supervisor of the area where the storage cabinet is located shall inventory the cabinet DAILY, and initial and date the log that all devices are accounted for. If a device is missing, the proper authority shall be notified and the device found or replaced.
4. Lockout / Tag-out hardware and devices shall be used for energy control purposes only.

D. Any source of stored energy shall be secured using the following procedure:

1. Obtain lockout / Tag-out needed to secure all necessary energy sources from areas identified in V.B. of this directive.
2. After obtaining these devices and securing the stored energy, a tag-out device shall be attached to any and all isolating devices used to secure this energy.
3. All devices accessed shall be re-locked and the key shall remain in the possession of the one who locked-out these devices.
4. Under No Conditions, With The Exception of an Emergency, shall anyone remove a tag-out device or unlock a lockout device other than the one who installed these devices.
5. If several persons are working on the same energy device, a hasp shall be utilized that will accommodate each workers lock, plus a tag-out.

E. Training:

1. All employees shall be trained to ensure they understand this Energy Control Program.
2. Training shall be divided into three levels and shall be tailored for the following type employees.
 - a. Authorized Employees
 - b. Affected Employees
 - c. Other Employees

3. All employees shall receive training on this subject matter as well as an annual review.

F. This Institutional Directive shall be reviewed annually and updated as necessary.

VII. RESCINDS: None

Randall S. Nero, Ph.D.
Director

Distribution: A
S – All Correctional Maintenance Employees