

122-02 LOCKOUT/TAGOUT—PROCEDURE

1. PURPOSE

The purpose of a Lockout/Tagout procedure is to outline measures the College will take to establish and maintain safe working conditions.

2. PROCEDURE

1. The Executive Director for Facilities or designee has overall responsibility for ensuring the safety of the workplace by establishing and enforcing appropriate safety procedures (Lockout/Tagout) related to set-up, servicing and maintenance of machines, processes, and systems where the unexpected startup or release of stored energy of machines could cause injury to College and/or contracted employees.
2. The Executive Director for Facilities or designee has overall responsibility for the development of all employee training programs needed to support this program, maintenance of all training records, distribution and maintenance of the master copies of all Lockout/Tagout procedures, as well as operational and safety manual updates.
3. An employee in violation of this procedure is subject to corrective action and disciplinary procedures, up to and including immediate discharge. Contractors violating this policy will be subject to the provisions contained in the contract, up to and including removal from the job site.

3. BACKGROUND

1. References: 29 CFR 1910.147, Control of Hazardous Energy
2. Revision history: 02/19/2010 (reformatted), 12/11/2013
3. Legal review: none
4. Sponsor: Facilities

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