AIKEN TECHNICAL COLLEGE
PROCEDURE

Procedure Title:	SAFETY PROGRAM - HAZARDOUS ENERGY CONTROL (LOCKOUT/TAG OUT)	Procedure Number: 2-3-104.6
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	2-3-104	

Approved: _____ _____
President Vice President of Administrative Services

Date Adopted: 09/08/2008
Date Revised:

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. Lockout/Tag Out (LOTO)

As part of the Aiken Technical College overall safety and security program, a Hazardous Energy Control Procedure, Lockout/Tag out or **LOTO,** has been established. The Hazardous Energy Control Procedure has been created to promote a safe work and learning atmosphere for faculty, staff, and students.

Personnel that service, maintain, or instruct on machines or equipment may be at risk due to the sudden start-up or release of stored energy from this equipment. This procedure is in place to guide faculty and staff on the proper way to control hazardous energy to prevent accidents and injury.

This procedure has been instituted to comply with the Occupational Health and Safety Administration (OSHA) Control of Hazardous Energy Standard.

Special Consideration

Special consideration must be given to students that are involved in machine processes. The operation aspects of this procedure are designed to assist faculty and staff at Aiken Technical College, as they are the parties responsible for the control of hazardous energy. The Administration of Aiken Technical College recognizes that all students have a "need to know" about hazardous and unsafe conditions. Program faculty members have the responsibility to educate students of safe operational behaviors in programs that involve machine processes and hazardous energy control. Specifically, Lockout/Tag out (LOTO) procedures will be recognizable to students for the protection of everyone in the vicinity.

II. Applicable Regulation

A. OSHA Standard 29 CFR 1910.147 – the Control of Hazardous Energy (LOTO), Addendum A to this procedure contains detailed information regarding the standard and training required for full compliance. Copies may be obtained from the Safety and Security Office.

B. Summary of Requirements

The list of steps below will be followed, in sequence, when working in LOTO situations and included in a written procedure:

1. Determine the types of stored energy of the equipment to be serviced;
2. Shut down machine;
3. Shutoff all energy supplies;
4. Apply locks and tags;
5. Release stored energy;
6. Verify that machine cannot be turned on;
7. Perform the service;
8. Inspect the work area for hazards;
9. Emergency or Removal procedures, authority;
10. Return machine to service.

C. The Safety and Security Department will provide training for the implementation of this program at Aiken Technical College.

III. Training

The OSHA standard requires that each affected and authorized faculty and staff member be trained in the purpose and function of the LOTO program. Training includes recognition of hazardous energy sources and knowledge required for proper

usage of energy controls. Retraining is required whenever there is a change in job assignments, machinery, or procedures.

IV. Reporting

All incidents (electrical shocks, etc.) involving electrical energy must be immediately reported to the Campus Director of Safety and security. Records of LOTO inspection performed must be retained in the training files and the department's safety files.

V. Inspections

An annual inspection of the energy control procedure is required. The inspection includes a review of the procedures being used and operator knowledge of the program. Supervisors and instructors are responsible for evaluating energy control procedures in their department. The Campus Director of Safety and Security will perform periodic audits of the departments and laboratories.

VI. Recordkeeping

The Director of Safety and Security shall maintain a list of individuals and positions requiring training in accordance with the standard. Evidence or records of training shall be maintained by the Safety and Security Office.

Procedure Review		
Review Date	Reviewed By	Date Completed
09/08/2011		