

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

Policy Number: IX:06:00

Date: June 1980

**SUBJECT: Electrical Circuit and Equipment Lockout System**

**PURPOSE:** To prevent shock, electrocution or physical mutilation of personnel who are working on wiring, electrically powered equipment or fuel and other energy operated equipment. This purpose shall be served by the lockout system.

### A. GENERAL

1. All circuits and electrical equipment shall be de-energized before work is begun. All disconnect or master switches shall be placed in the OFF or OPEN position and lockout devices and padlocks placed to prevent unintentional or accidental energizing of circuits and starting of equipment. Standard control switches and push-button switches which cannot be locked out or which may "short" to complete a circuit shall be de-energized by pulling and locking out the main control switch.
2. The controls of all fuel operated and other energy operated equipment shall be placed in the OFF position and locked out. Valves controlling the flow of steam, air, etc. shall be closed and locked out by means of a lockout device or by chain and padlock.
3. Each craftsman (electrician, plumber, sheet metal), as designed by a supervisor, shall be issued a lock with key and lockout hardware and appropriate tags.
4. Locks on the system shall not be keyed alike. Each lock may be identified by craft.
5. Separate master keys for each craft shall be controlled by the craft supervisor.
6. A grand master key shall control all of the locks in the system. This key shall be controlled by the director of superintendent of the Physical Facilities.
7. Crafts not normally involved in lockout situations (painters, carpenters and masons) shall proceed on a shop-lock basis. A lock and key shall be issued by the supervisor when a job requires working on equipment which must be electrically disconnected.
8. Each supervisor shall have extra sets of locks and keys for relief purposes.
9. In the absence of a particular craftsman, the craft supervisor must determine the status of work for the craft on a project. If work has been completed the lock may be removed by the craft supervisor. If work remains and an alternate is to finish that phase of the project,

the supervisor may remove the attached lock which must be replaced by the lock of the alternate.

## B. PROCEDURE

1. When a job requires an electrical disconnect or the shutdown of other energy powered equipment, or the closing of a valve (steam, air, etc.) the first craft at the job site shall:
  - a. Pull switch or fuse or close valve.
  - b. Attach a multiple lockout device directly to the disconnect where possible or use a combination chain and lockout device where necessary.
  - c. Attach the initial lock.
  - d. Attach a tag which describes the reason for the shutdown and sign name in a legible manner.
  - e. Electrical equipment to be worked on shall be checked at the start-stop button by pushing the start three times while watching the equipment.
  - f. Each craftsman working on the same circuit or equipment shall attach a personal lock to the lockout device.
  - g. As each craft completes its work, the respective lock is removed.
  - h. Craftsmen returning to the same "locked out" equipment on different days shall check to assure that the locks have not been removed.

C. To insure maximum protection by this lockout system, it shall be the responsibility of each supervisor to:

1. Keep a record of all locks issued.
2. Store master key in a safe place.
3. Maintain personal control of the master key.
4. Remove a lock from service when its key is reported lost.

D. Craftsmen possessing a lock and key have the responsibility of:

1. Taking lock and key and lockout device and tags to the job site.
2. Personally attaching lock and tag to the lockout device before starting to work.
3. Removing locks and tags promptly after completing work.
4. Reporting loss of lock or key immediately to the craft supervisor.

Source of Information: Department of Public Safety, June 11, 1980