

Chapter 13

Lockout/Tagout (LOTO) Program

1. Purpose. Ensures MCAS Cherry Point personnel are protected from injury during any servicing or maintenance done on machinery or equipment where the unexpected energization, start-up, or release of any type of energy (e.g., electricity, steam, hydraulic, pneumatic, gravity) could occur. The machinery or equipment will be rendered safe to work on by being locked or tagged out under requirements of references (d) and (o). MCAS Cherry Point personnel operating or attempting to operate any switch, valve, or other energy isolating device that is locked or tagged-out may be subject to disciplinary action.

2. Energy-Isolating Devices. An energy-isolating device is considered capable of being locked-out in one of two ways. It is capable of being locked-out if designed with a hasp, other attachment, or integral part to which, or through which, a lock can be affixed. Also, it is capable of being locked-out if it has a locking mechanism built into it. Other energy isolating devices are also considered capable of being locked-out if lockout can be achieved without need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability.

3. The LOTO Program does not apply to the following:

a. Work on cord and plug-connected electric equipment where exposure to hazards of the unexpected energization or start-up of equipment is controlled by unplugging the plug which is under exclusive control of the person performing the servicing or maintenance.

b. Hot-tap operations involving transmission and distribution systems for substances such as gas, steam, water, or petroleum products when performed on pressurized pipelines, provided the following is demonstrated:

(1) Continuity of service is essential.

(2) Shutdown of system is impractical.

(3) Documented procedures are followed, and special equipment is used which will provide proven effective protection for employees.

c. Exposure to electrical hazards from work on, near, or with conductors or equipment in electric utilization as defined by reference (d).

d. Minor tool changes and adjustments, and other minor servicing activities which occur during normal production operations; are routine, repetitive, and integral to use of the equipment for production; or use other safeguards that provide effective protection.

4. MCAS Cherry Point personnel who could be exposed to hazardous energy sources shall be instructed in the LOTO procedure. Supervisors shall ensure that new or transferred employees be instructed in the purpose and use of LOTO procedures before starting work. Training shall be conducted per references (d) and (o).

a. Supervisors and individuals will be held accountable for any failure to comply with the LOTO Program, and overriding or removing any LOTO device without authorization.

b. Departments will assign a LOTO Coordinator in writing who is delegated the responsibility and authority for controlling and administering the LOTO Program for their area of cognizance. Send a copy of appointment letters to the LOTO Program Manager in the safety office.

5. ISM or LOTO Program manager shall:

a. Coordinate with TSD for initial and annual LOTO training.

b. Evaluate the LOTO Program annually.

c. Provide technical assistance in drafting specific energy control procedures for each piece of affected equipment.

6. LOTO coordinators shall:

a. Administer the LOTO Program within their respective organizations/department.

b. Maintain a LOTO record of devices (log) per reference (o).

c. Ensure padlocks are utilized as the primary lockout device. Padlocks shall be singularly identifiable (not used for other purposes) and standardized for color, shape, or size.

d. LOTO identification tags are used in conjunction with the locking device when performing a lockout. The tag identifies the person applying the lock. It shall be singularly identifiable and capable of withstanding the environment to which exposed without becoming deteriorated or illegible. The tag shall bear the name and shop/code of the authorized worker, authorized worker's telephone number, and date of lockout.

e. Tagout devices are used in situations where equipment must be worked on and a lock cannot be applied. Equipment will not be operated, worked on, or removed when tagged-out. The tag and its means of attachment shall be strong enough to prevent inadvertent or accidental removal. Attachment devices shall be non-reusable, attachable by hand (no tools required), self-locking, and non-releasable with a minimum unlocking strength of 50 pounds.

7. Supervisors are responsible to fully investigate and report LOTO mishaps and incidents. Safety will assist in the investigation of mishaps. If a mishap involves control of hazardous energy with a single lockout source, a specific procedure will be written and included in the SOP before work is continued. If a mishap involves a specific procedure for a piece of equipment, the LOTO SOP will be re-evaluated and modified (if necessary) prior to authorizing work to continue. Incidents (e.g., improper removal of lockouts) will be input by the supervisor as a near miss and tracked by the Safety Office.