



LOCKOUT/TAGOUT PROGRAM

POLICY.

The Deschutes County Sheriff's Office – Adult Jail (AJ) requires OSHA approved Lockout/Tagout procedures be followed by anyone working on any electrical circuits, electromechanical or stored energy (springs, weights, hydraulic, pneumatic, etc.) equipment located on facility properties. Except when energized testing is required, proper Lockout/Tagout procedures must be followed to ensure injury does not result from accidental contact with live electrical circuits or moving mechanical parts.

PURPOSE.

The purpose of this policy is to provide guidelines for authorized personnel to implement Lockout/Tagout procedures.

OREGON JAIL STANDARDS. None

REFERENCES. None

DEFINITIONS.

Authorized Persons. All members of the Deschutes County Sheriff's Office – Building Maintenance Unit (BMU), during the normal course of their work, and the shift supervisors in case of an emergency or unsafe situation, are authorized to implement Lockout/Tagout procedures.

PROCEDURES.

SECTION A: GUIDELINES

- A-1. Authorized Personnel.** Persons authorized to work on Lockout/Tagout equipment are the building maintenance specialists and BMU Supervisor.
- A-2. Notification.** Prior to implementing Lockout/Tagout procedures, BMU staff will notify the on-duty shift supervisor. In turn, the shift supervisor will brief jail staff of the procedure as a further precaution and safety measure.
- A-3. Compliance.** All persons authorized to work on mechanical equipment or electrical circuits must implement Lockout/Tagout procedures prior to any work where the equipment is intended to not release either electrical or mechanical energy. No person

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shall remove any lock or tag except the person who placed it in the locked-out condition. All employees, upon observing a piece of equipment which is locked-out to perform maintenance, shall not attempt to start, energize, or use that machine or equipment.

- A-4. Electrical Circuits.** Prior to performing any work on electrical circuits where live conductors will be exposed, switch off the appropriate circuit breaker, lock it in the off position, sign, date, and attach an appropriate tag to the locked out breaker. Measure for voltage on all exposed conductors.
- A-5. Electromechanical Devices.** Where disconnect boxes are located on or near the equipment (this includes all motor driven equipment in the building), place the disconnect switch in the off position, then lock and tag. If the box is under the direct supervision of a BMU specialist, Lockout/Tagout procedures need not be used. If mechanical motion can occur as a result of outside forces or stored energy, (e.g., air blowing across a squirrel cage fan thereby causing shafts, motors, belts to move), install appropriate arrest devices to prevent unwanted movement.
- A-6. Receptacles.** In the case of equipment which is plugged in, unplug it. If the plug can be installed in a receptacle out of view of the BMU staff, place a lockable cover and tag on the plug.
- A-7. Outside Service Personnel.** Whenever outside servicing personnel are engaged in maintenance, they shall be advised by the BMU specialist or BMU supervisor of the need to use Lockout/Tagout procedures.
- A-8. Training.** The BMU supervisor will train the BMU specialists on proper Lockout/Tagout procedures and document such training for future reference.

FORMS USED: None