

Safety and Health Procedures

Lockout/Tagout Program

Purpose

Establish procedures to ensure that before any employee performs maintenance on equipment, where unexpected movement or energization can occur, the energy is isolated and locked out to disable the equipment and prevent injury to the employee.

III. APPLICABLE DOCUMENT

- A) OSHA regulation 1910.147 and Individual lockout Procedures

IV. RESPONSIBILITIES

It will be the responsibility of the Director of Facilities, Facilities Manager or Supervisor to keep a copy of the lockout procedures for each piece of equipment at the facility and to update lockout procedures when new equipment is installed, or changes are made to equipment.

It is the responsibility of each supervisor to ensure that lockout procedures are adhered to by employees under their supervision, maintain current lockout procedures for each piece of equipment used by employees under their supervision. Also, ensure that all equipment being used by employees under their supervision has the required lockout labels, and The training requirements of this procedure have been fulfilled for employees under their supervision.

Authorized employees will be responsible to perform each step of the lockout procedure in accordance with this procedure and the lockout procedure for each specific piece of equipment.

Comply with all other provisions of this procedure and report inadequacies in any lockout procedure to management.

Affected employees are responsible for the following: not attempt to start, energize or use equipment upon observing, or being notified that a piece of equipment is locked out.

Servicing or maintenance of equipment requires a lockout any time one of the following occurs: a) an employee is required to remove or bypass a guard or other safety device. b) an employee is required to place any part of their body into an area on the equipment where work is performed on the material being processed (Point of Operation) or where an associated danger zone exists during the equipment operating cycle.

Routine equipment functions do not require a lockout provided they are performed using alternative measures, which provide effective protection.

Authorized employee: A person who has been trained and authorized to lockout equipment to perform servicing or maintenance on the equipment

Affected employee: A person whose job requires them to operate equipment on which servicing, or maintenance is being performed under lockout, or whose job requires them to work in an area where this maintenance is being performed.

Energy isolating device: A mechanical device that physically prevents the transmission or release of energy. Control circuit switches or buttons are not energy isolating devices.

V. PROCEDURES

A) Training

Only individuals trained to lockout a specific piece of equipment will be authorized to do so.

Every authorized employee will receive training on the recognition of energy sources, the types and magnitudes of energy Sources in the facility, and the methods and means necessary for energy isolation and control.

Every employee will receive affected employee training, instructing them of their responsibilities under this procedure.

Authorized employees will be trained by their supervisor, or another person designated by management, on the lockout Procedures for a specific piece of equipment.

When there is a change in the equipment or process that presents a new hazard, or a change in the lockout procedure, the Employees authorized to lockout the related equipment will be retrained on the specific machine lockout procedure.

Documentation of all training will be maintained on Casino Essentials and in the employee's department training file.

B) Lockout Equipment

All facilities and equipment covered by this program will be purchased or modified to accommodate lockout devices.

Facilities will use similar locks to identify that the work is being performed by Facilities personnel. Lockout equipment will not be used for any other purpose.

Only the individual authorized employee(s) who have their lock(s) in place on the equipment will be permitted to expose any part of their body to the danger zones of the equipment.

When a lockout lock is in use the key will be in the authorized employee's possession.

Locks will be issued by the Facilities Director or Manager, or a lockout/Tagout cabinet will be utilized, and locks will be signed out.

C) Lockout Procedures for a Specific Piece of Equipment

Each piece of equipment must have a written lockout procedure, with the exception of equipment controlled by cord and plug, where the plug will be under the control of the authorized employee.

Each procedure will contain the following:

Scope = When the procedure is to be used and operations that do not require a lockout procedure or require a different Lock-out procedure.

Authorized & Affected Employees = Job titles of employees who may be authorized to lockout this piece of equipment.
Lockout Equipment = Locks, valve covers, group hasps, etc...needed to perform the lockout correctly.

Energy Sources = Type and magnitude of energy sources that the equipment utilizes. This may include; electrical, mechanical, hydraulic, pneumatic, thermal or stored/residual.

Lockout Sequence, Notification = Notification of all affected employees that the equipment is to be locked out.

Equipment Shutdown = Normal stopping procedure of equipment, including type of controls and location.

Energy Isolation and Control = Location and method to isolate and control all energy sources. Including a description of the control devices and their location.

Steps to Test Effectiveness of Energy Isolation = After ensuring that no personnel are exposed, the authorized employee will attempt to operate the equipment by its normal operation controls to make certain the equipment will not operate and all energy sources are isolated. This section details the steps to do this and steps to return the operating controls to the off position.

Instructions for Steps to be taken if energy is not Isolated = If the equipment does operate this section will give Instructions as to the steps to be taken. Including checking energy isolation devices and notifying a maintenance supervisor prior to servicing the equipment.

Sequence to Restore Energy = This section will include steps to reactivate the equipment, reinstall all guards that were removed, inspect to insure nonessential items have been removed, ensure the components are operationally intact, no employees are in an unsafe position then remove lockout and notify all affected employees that the lockout is going to be removed.

D) Removal of a Lockout

A master key(s) for all lockouts will be kept with the Director or Manager of Facilities. If the employee who applied a lockout is not present to remove it, it may only be removed by the Director or Manager of Facilities at the request of a supervisor.

The following steps must be taken:

1. The Director of Facilities or Manager and the supervisor will determine that the employee is not on the premises. This may include calling the employees home, reviewing time clock records, and inquiring to other employees.
2. Contact the employee via radio a minimum of three times and wait fifteen minutes for a response.
3. The supervisor will be responsible for checking the status of the equipment to assess further repairs needed or to ensure that starting up the equipment will not cause a safety hazard.
4. The lock may then be removed.
5. It will be the supervisor's responsibility to complete the sequence to restore energy or to establish a new lockout.
6. It will be the employee's supervisor's responsibility to notify the employee of the removal of their lockout as soon as the employee returns to the facility.

E) Equipment Being Serviced by More Than One Person

One authorized employee will have the responsibility of the group leader for a set number of employees protected by a group lockout. This person will be responsible for coordinating the lockout procedures for all employees working on that piece of equipment in order to ensure their protection. The group leaders lock will be the last one removed.

Each additional authorized employee working on the equipment will affix a personal lock to a group lockout device and contact the authorized group leader before beginning work on the equipment. They will remove only their lock when they complete the work.

F) Equipment Being Serviced by Successive Employees

These steps will be followed when a second person completes repairs started by a first person. Or to some other reason one employee lockout is being removed and another employee is locking out the equipment.

1. Information is exchanged regarding the status of the equipment.
2. The locks of the individual who started the repairs will be replaced by the locks of the individual who will be working on the equipment next. The sequence to restore energy steps of the machine specific procedure will not be performed.
3. The employee who is now applying their lockout to the equipment will test the equipment to ensure the lockout is complete and effective.

G) Temporary Removal of Lockout Device for Testing or Positioning Equipment

This may only be done with the permission of a facilities supervisor, or department supervisor.

When a temporary removal is foreseeable a required a specific lockout procedure will be provided.

The following steps will be followed:

- 1) Clear the equipment of all tools or nonessential items.
- 2) Notify all affected employees in the area of your intention and ensure all employees are in a safe position. If you are unable to see the entire equipment have another employee stand and watch to make sure no one is near the equipment.
- 3) Remove lockout and proceed with testing and positioning.
- 4) If necessary to continue servicing the equipment re-apply lockout and test to ensure energy isolation is effective.

H) Servicing done by an Outside Contractor

It will be the responsibility of the person who contracted the work to give the contractor a copy of any lockout procedures that will pertain to the work being done and review it with them.

Receive information to confirm that the contractor will follow lockout procedures equipment they are bringing on site to use themselves.

A documentation sheet that these conditions were completed, will be completed and retained until they are finished with the work.

The person who contracted the work will contact the supervisor(s) of the affected employees so that the supervisor(s) will instruct the affected employees of the equipment lockouts and any special instructions concerning the contractor's lockout program.

I) Review and Inspection

Specific equipment procedures will be reviewed annually by a member of management to ensure they are adequate and to correct any inadequacies identified.

Authorized employees will be audited annually of their knowledge and responsibilities under the procedures.

Retraining will be done any time these audits or the employee's actions reveal an inadequacy in the employees knowledge of the lockout procedures.

J) Safety Procedure Compliance

Failure to comply with lockout procedures may result in disciplinary action.