#lockout-tagout program

**REVIEW/REVISION HISTORY:**

Effective: 1/31/98  
Revised: 12/2/03  
Revised: 9/17/07  
Revised: 11/20/08  
Revised: 11/29/10

**SUMMARY OF REVISION/REVIEW:**

I.B.2. - Added Lockout/Tagout Plan Manager responsibilities for lock/tag availability and use

**APPROVED:**

Signature on file  

ELDON VAIL, Secretary  
Department of Corrections  

10/16/10  
Date Signed
REFERENCE:

DOC 100.100 is hereby incorporated into this policy; WAC 296-803; WISHA Regional Directive 91-14.

POLICY:

I. The Department has established a written lockout/tagout program to protect staff and offenders from exposure to hazardous energy sources and injuries caused by unexpected start-up or release of stored energy from the servicing and maintenance of machinery/equipment/systems.

DIRECTIVE:

I. Responsibilities

   A. Each Superintendent/Community Corrections Supervisor and each Correctional Industries Site/Services Manager will ensure lockout/tagout procedures are used and documented where servicing and maintenance work is performed on, in, or around machinery/equipment/systems per WAC 296-803.

   B. Superintendents or designees will appoint a Lockout/Tagout Plan Manager to:

      1. Coordinate the development of specific written lockout/tagout procedures for each machine/equipment/system to be locked out/tagged out using DOC 15-026 Lockout/Tagout Plan/Procedures or equivalent form.

      2. Ensure that appropriate lockout/tagout devices are identified and available.

         a. Locks will have one key, which must be in the control of the staff using the lock.

         b. All locks and tags must be identified with the name of the staff that attached the lock/tag to the machine/equipment/system.

      3. Coordinate training, consistent with the Department Lockout/Tagout Training Syllabus Outline, for all authorized workers.

         a. Staff training will be documented on a class roster and maintained in Staff Training and Tracking Information System (STATIS).

         b. Offender worker training will be documented on a training roster and maintained by the local work unit supervisor.
4. Coordinate re-training as necessary due to changes in job assignments, machinery/equipment/systems, or procedures, or to ensure staff awareness and proficiency in recognizing and using lockout/tagout procedures.

5. Coordinate training for all affected workers including, at a minimum:
   a. Purpose, use, and process of the lockout/tagout procedure, and
   b. Prohibitions from restarting and/or energizing equipment/machinery/systems that have a lockout and/or tagout device in place.

6. Coordinate the transfer of necessary information to ensure that outside service and maintenance contractors are knowledgeable of the facility lockout/tagout plan and procedures.

II. Exception to Procedures for Removal of Lockout Devices

A. Each lockout or tagout device will be removed from each energy-isolating device by the authorized staff who applied the device. When the authorized staff is not available to remove it, that device may be removed under the direction of the Lockout/Tagout Plan Manager. The Lockout/Tagout Plan Manager will:

1. Verify that the authorized staff who applied the device is not at the facility.

2. Make every reasonable effort to contact the authorized staff to inform him/her that his/her lockout or tagout device has been removed, and ensure the authorized staff has this knowledge before s/he resumes work at that facility.


III. Annual Review

A. Each lockout/tagout plan/procedure will be inspected/reviewed at least annually by an authorized staff who does not use the energy control procedure.

1. The Lockout/Tagout Plan Manager will choose an authorized person to conduct the annual inspection/review of lockout/tagout procedures to ensure the requirements are being followed and deficiencies corrected.

2. The inspector will document the inspection/review on DOC 15-024 Certificate of Lockout/Tagout Annual Inspection/Review.
3. The inspector will review the lockout procedure with the authorized staff responsible for the lockout procedure of that machine or equipment.

4. The Lockout/Tagout Plan Manager will review and correct any deficiencies noted on DOC 15-024 Certificate of Lockout/Tagout Annual Inspection/Review. The completed form will be retained on-site as long as the machinery/equipment/system is in use and/or on-site.

5. Energy control procedures used less than once a year only require review before being used.

6. Periodic reviews of authorized staff using energy control procedure involving only lockout devices may be done in a group meeting. Periodic reviews of authorized and affected staff using energy control procedures involving tagout devices will be done with each staff individually.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 15-024 Certificate of Lockout/Tagout Annual Inspection/Review
DOC 15-025 Exception for Removal of Lockout/Tagout Device
DOC 15-026 Lockout/Tagout Plan/Procedures