



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/WORK RELEASE

REVISION DATE
1/8/20

PAGE NUMBER
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NUMBER
DOC 890.120

POLICY

TITLE
LOCKOUT/TAGOUT PROGRAM

REVIEW/REVISION HISTORY:

Effective: 1/31/98
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 Revised: 9/17/07
 Revised: 11/20/08
 Revised: 11/29/10
 Revised: 1/8/20

SUMMARY OF REVISION/REVIEW:

Major changes. Please read carefully!

APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
 Department of Corrections

12/4/19
 Date Signed

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REFERENCE:

DOC 100.100 is hereby incorporated into this policy; [WAC 296-803](#); [DOC 880.100 Corrections Training and Development](#); [Safety Program Manual](#)

POLICY:

- I. The Department has established a written lockout/tagout program to protect employees, contract staff, volunteers, and incarcerated individuals 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 and equipment, including piping systems, per WAC 296-803.
- II. Assigned lockout devices will only be used for the purpose of locking out machinery/equipment.

DIRECTIVE:

- I. Responsibilities
 - A. The Superintendent/designee will appoint a Lockout/Tagout Plan Manager to:
 1. Coordinate the development of written lockout/tagout procedures for machinery/equipment using DOC 15-026 Lockout/Tagout Procedures,
 2. Coordinate training for all incarcerated workers and authorized employees,
 3. Ensure that appropriate lockout/tagout devices are identified and available, and
 4. Ensure outside service and maintenance contractors are knowledgeable of the facility lockout/tagout procedures.
- II. Lockout/Tagout Procedures
 - 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.
 - B. A written lockout/tagout procedure for machinery/equipment is not required if all of the following apply:

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1. The machinery/equipment has a single energy source that is easily identified and can be isolated.
2. The machinery/equipment is completely de-energized and deactivated by isolating and locking out the energy source.
3. There is no stored or residual energy that could be a hazard, and the machinery/equipment cannot re-accumulate such energy after it has been shut down.
4. The energy source can be locked out with a single lockout device.
5. The machinery/equipment is isolated from the energy source and locked out during service or maintenance.
6. The authorized employee/contract staff doing the service or maintenance has exclusive control of the lockout device.
7. The service or maintenance does not create a hazard.
8. The machinery/equipment has never been unexpectedly energized or activated during service or maintenance.

C. Lockout/tagout devices must identify the name of the employee/contract staff that attached the device to the machinery/equipment.

1. Lockout devices will have one key, which must be in the control of the employee that attached the device.

D. Tagout devices will have a warning label (e.g., do not energize).

E. A lockout device must be used if an energy-isolating device can be locked out. A tagout device may be used instead if the device:

1. Is attached to the same location as a lockout device would be,
2. Provides the same level of protection as a lockout device, and
3. Includes additional safety measures (e.g., removing a valve handle, blocking a control switch).

III. Removal of Lockout Devices

A. Each lockout/tagout device will be removed by the authorized employee/contract staff who attached the device.

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- B. Under the direction of the Lockout/Tagout Plan Manager, the lockout/tagout device may be removed (e.g., bolt cutters) when the authorized employee/contract staff is not available. The Lockout/Tagout Plan Manager will:
1. Verify that the authorized employee/contract staff who attached the device is not at the facility.
 2. Make every reasonable effort to contact the authorized employee/contract staff to inform that the lockout/tagout device has been removed, and ensure the authorized employee/contract staff is informed before resuming work at the facility.
 3. Document removal on DOC 15-025 Exception for Removal of Lockout/Tagout Device.

IV. Annual Review

- A. Reviews will be conducted at least annually by an authorized employee who does not use the lockout/tagout procedure being reviewed.
1. Lockout/tagout procedures used less than once a year only require review before being used.
 2. The Lockout/Tagout Plan Manager will designate an authorized employee to conduct the annual review of lockout/tagout procedures and document the results on DOC 15-024 Certificate of Lockout/Tagout Annual Review.
 3. The Lockout/Tagout Plan Manager will review and correct any deficiencies noted on DOC 15-024 Certificate of Lockout/Tagout Annual Review. The completed form will be retained onsite as long as the machinery/equipment is in use and/or onsite.
- B. Responsibilities will be reviewed with each authorized employee who uses the lockout/tagout procedure.
1. Reviews involving only lockout devices may be done in a group meeting.
 2. Reviews involving tagout devices must be done with each employee individually.

V. Training

- A. Training will be consistent with the Safety Program Manual and DOC 880.100 Corrections Training and Development.

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1. Employee training will be documented on a class roster and maintained in the Learning Management System.
 2. Incarcerated worker training will be documented on a training roster and maintained by the local work unit supervisor.
- B. Training will include, at a minimum:
1. Purpose and use of the lockout/tagout procedure, including:
 - a. The type and magnitude of energy available in the facility,
 - b. Recognizing hazardous sources, and
 - c. Methods and means to isolate and control energy.
 2. Prohibitions from restarting and/or energizing machinery/equipment that have a lockout and/or tagout device in place.
- C. Additional training will be required when new or revised control methods and procedures are introduced or:
1. There is a change in job assignments, machinery/equipment or processes that present a new hazard, and/or lockout/tagout procedures.
 2. To reestablish awareness and proficiency in recognizing and using lockout/tagout procedures, if necessary.

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 Review](#)
- [DOC 15-025 Exception for Removal of Lockout/Tagout Device](#)
- [DOC 15-026 Lockout/Tagout Procedures](#)