



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/WORK RELEASE**

REVISION DATE  
1/8/20

PAGE NUMBER  
1 of 5

NUMBER  
**DOC 890.120**

**POLICY**

TITLE  
**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  
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](#)