

## **LOCKOUT/TAGOUT PROGRAM**

The Board of Education believes that effective precautions and work practice controls are the best methods for the elimination of injuries related to the unexpected energization, start up of machines or equipment, or the release of stored energy, and provide employees with the best protection against potentially dangerous work-related situations of this type.

Consistent with this belief and federal regulation, the Superintendent of Schools shall establish a written Lockout/Tagout Plan designed to isolate machines or equipment from energy sources and thus protect employees who service and maintain equipment in which unexpected energization, start up of machines or equipment, or the release of stored energy could cause injuries.

The Lockout/Tagout Plan shall include:

1. a survey of all isolating devices to ensure which switches, valves and other energy isolating devices apply to the equipment to be locked/tagged out
2. sequential procedures for locking/tagging out the identified isolating devices
3. procedures for locking/tagging out isolating devices involving one person, more than one person, and outside personnel
4. procedures for training and communicating the plan to employees
5. provision for the periodic inspection of the energy control procedures
6. provision for the maintenance of training and inspection records

The district shall ensure that a copy of the Lockout/Tagout Plan is available to all employees with potential work-related contact with the affected machinery and equipment.

The Lockout/Tagout Program will be reviewed and updated at least annually to reflect any necessary changes in machinery/equipment and/or procedures.

APPROVED: BOARD OF EDUCATION

DATE: November 2, 1993