

UNIVERSITY OF MAINE AT PRESQUE ISLE

181 Main Street
Presque Isle, Maine 04768

LOCKOUT/TAGOUT PROGRAM

Written 2010
In Compliance With OSHA Regulations

- Purpose:** The program establishes the minimum requirements for the lockout or tagout of energy isolating devices. It shall be used to ensure that machines or equipment are isolated from all potentially hazardous energy and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.
- Objective:** To describe procedures to be followed that will prevent injuries to UM-Presque Isle personnel due to the release of stored energy during the servicing and maintenance of machines and equipment with respect to unexpected energization on start-up of the equipment or machines or the released of stored energy which could cause injury to employees.

University of Maine at Presque Isle

LOCKOUT/TAGOUT PROCEDURES

Whenever it is necessary for maintenance personnel to be involved in the maintenance or servicing of equipment or machines powered by an electrical source, the following steps of these procedures must be followed:

Authorized maintenance personnel will be issued approved locks and tags which will be issued by the office of the Director of Facilities. At the University of Maine at Presque Isle, authorized personnel means the Building and Grounds Maintenance Mechanics and Trades Workers.

Affected areas and/or personnel of the shut down will be notified by the authorized maintenance personnel.

Authorized personnel will use an approved padlock to lockout the equipment or machined.

An approved tag will be placed on the hasp of the padlock by the person who will be doing the actual work. The worker must write the following information on the tag:

- Trade Mechanics Name
- Date and Time Tagged

When more than one trade is working on a machine/equipment, the following is required:

- Each separate trades worker will place their own lock and tag where appropriate
- A neutral lock and tag must also be used, either a none-involved trades worker or the Director or Associate Director of Facilities

Authorized personnel will then proceed in repairing the machine or equipment

Under no circumstance is it permissible to:

- No one has the authority to lock or tag machines/equipment for another employee
- No one has the authority to remove locks or tags or another employee
- Under no circumstance is it permissible to touch or start any equipment or to activate a switch which says **“don’t start, hold, do not operate, ect.”**

When work is completed, the lock and/or tag must be completely removed from the equipment or machine being serviced by the individual who originally locked and tagged.

Before restarting equipment or machine, check to be sure that all tools, equipment, rags and other equipment have been removed from the work area.

At the end of the day that a Lockout/Tagout maintenance function is performed, each worker is to fill out a Lockout/Tagout Log and to submit it to the Physical Plant office where it will be entered in the Recording Manual.

Lockout/Tagout information that is to be included on the log includes the following:

- Job Description
- Location
- Date
- Time Started
- Time Finished
- Authorized Worker's Name

If a machine or piece of equipment must be kept locked and tagged overnight, the worker is to personally record it in the Lockout/Tagout manual.

The types of energy sources that are to be locked out and tagged out include:

- Electrical
- Mechanical
- Hydraulic
- Pneumatic

Examples of equipment, machines or systems which must be locked and tagged, but not limited to, are:

- Heating, ventilation and air conditioning equipment
- Pumps
- Elevators
- Burner Motors
- Compressor Motors
- Steam Valves
- Water Lines / Piping systems
- Pneumatic Lines
- Dishwashers

Locks and Tags

- Locks: Each worker will be issued locks which will be number coded. Keys will fit only the employee's locks. There is not to be any sharing of keys. Your spare key is to be locked in the key cabinet in the Director's office.
- Tags: Tags will be issued from the Director's office as needed. Each tag will only be used one time and discarded when removed.

Responsibility

It will be the responsibility of the Director of Environmental Health and Safety to train personnel and to implement the Lockout/Tagout Program at the University of Maine at Presque Isle.

It will be the responsibility of the worker to follow the Lockout/Tagout policy while performing maintenance in their respective areas.

Preparation for Lockout or Tagout

The electrical co-ordinator will conduct a survey to locate and identify all isolating devices to be certain which switch, valve or other energy isolating devices apply to the equipment to be locked or tagged out. The co-ordinator will consult with mechanical or other trade's persons in order to compile the most complete list possible.

Procedure involving more Than One Person

If more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lockout device or tagout device on the energy-isolating device. When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device may be used. If lockout is used, a single cock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.

Basic Rules for using Lockout or Tagout system Procedure

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device where it is locked or tagged out.

Normal Hall

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|--------------------------------|---------------------------|
| 1. Oil Boiler – | Disconnect switch on wall |
| 2. Oil fired water heater – | Disconnect switch on wall |
| 3. Condensate pumps (2) - | Disconnect switch on wall |
| 4. Sprinkler air compressors - | Disconnect switch on wall |

Preble Hall

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|-------------------------------|--|
| 1. Oil boiler - | Service switch on boiler |
| 2. Coal boiler and augers - | Control box with switch |
| 3. Condensate pumps (2) - | Disconnect switch on wall |
| 4. Air compressor - | Disconnect switch on wall |
| 5. Sprinkler air compressor - | Disconnect switch on wall |
| 6. Elevator - | Disconnect switch in elevator machine room |

South Hall

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|-------------------------------|--|
| 1. Oil boiler - | Disconnect switch on wall |
| 2. Coal boiler - | Disconnect switch on wall |
| 3. Oil fired water heater - | Disconnect switch on wall |
| 4. Condensate pumps (2) - | Disconnect switch on wall |
| 5. Sprinkler air compressor - | Disconnect switch on wall |
| 6. Elevator - | Disconnect switch in elevator machine room |

Folsom Hall

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|-----------------------------------|------------------------------------|
| 1. Oil Boilers (2) - | Disconnect switch on wall |
| 2. Coal boiler - | Breaker inside control box on wall |
| 3. Condensate pumps (boiler room) | Disconnect switch on wall |
| 4. Air compressor (boiler room) | Service switch on wall |
| 5. Air compressor (room 104) | Disconnect switch on wall |

Pullen Hall

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|-----------------------------------|---|
| 1. Condensate pumps (2 in Trench) | Disconnect switch on wall at access to trench |
| 2. Elevator - | Disconnect switch in elevator machine room |

Weiden Hall

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| 1. Old oil boiler - | Breaker in panel BR - #8 |
| 2. New oil boiler - | Breaker in panel PPI - # 12, 14, 16 |
| 3. Condensate pumps (boiler room) | Disconnect switch on wall |
| 4. Condensate pump under stage | Disconnect switch on wall |
| 5. Air compressor (boiler room) | #1, compressor motor – panel BR -#4
#2, compressor motor – panel BR #1 |
| 6. Air handling unit over auditorium – | Disconnect switch on wall |
| 7. Oil day tank - | Service switch on wall |
| 8. Clay mixer (fine arts studio) - | Breaker in panel P2A - #10 |

Library

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| 1. Air handling unit - | Disconnect switch on wall |
| 2. Circulator pumps | #1, Breaker in panel PG - #5
#2, Breaker in panel PG - #4 |
| 3. Electric water heater - | Breaker in panel PG - #1 |
| 4. Domestic hot water circulatory pump – | Breaker in panel PG - #2 |
| 5. Elevator - | Disconnect switch in elevator machine room |
| 6. Outside air conditioning unit - | Disconnect switch on outside retaining wall |

Kelley Commons

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|--|---|
| 1. Oil Boilers (3) - | #1, Breaker in panel PP2 - #22
#2, Breaker in panel PP2 - #25
#3, Breaker in panel PP2 - #8 |
| 2. Condensate pumps (boiler room) - | Disconnect switch on wall |
| 3. Circular pumps (4) - | #1 & 2, Disconnect switch on wall
#3 & 4, Service switch on wall |
| 4. Air compressor (boiler room) - | Disconnect switch on wall |
| 5. Air handling unit (boiler room) - | Breaker in panel - #26 |
| 6. Freight elevator - | Disconnect switch in elevator machine room |
| 7. Fire pump (cage area) - | Disconnect switch on wall |
| 8. Walk in freezer - | Disconnect switch on wall |
| Evaporator condenser fans - | Breaker in panel LP-1 #28 (book store) |
| 9. Walk in cooler - | Disconnect switch on wall |
| Evaporator condenser fans - | Breaker in Panel LP-1 #30 (book store) |
| 10. Pass through refrigerators (kitchen) | #1, Breaker in panel PP-1 - #7
#2, Breaker in panel PP-2 - #5 |
| 11. Dishwasher (kitchen) - | Breaker in panel PP-1 - #18 |
| 12. Garbage disposals - | #1, Breaker in panel PP-1 #18
#2, Breaker in panel PP-1 - #20 |

- 13. Booster heater (kitchen) - Disconnect switch on wall
- 14. Air handling unit (book store mechanical room) – Disconnect switch on wall
- 15. Unit heater (bookstore hallway) - Breaker in panel

Campus Center

- 1. Outside chiller unit - Breaker inside access door
- 2. Booster heater over ceiling (owls nest) Breaker in panel
- 3. Elevator - Disconnect switch in elevator machine room
- 4. Air handling units (3 in mezzanine) - Disconnect switch on wall
- 5. Chiller pumps (2 in mezzanine) - Disconnect switch on wall
- 6. Sprinkler air compressor (mezzanine) - Disconnect switch on wall
- 7. Air compressor for automatic doors - Service switch on wall

Merriman Hall

- 1. Oil boilers (2) - Disconnect switch on wall
- 2. Condensate pumps (2) - Disconnect switch on wall
- 3. Air compressor (boiler room) - Disconnect switch on wall
- 4. Elevator - Disconnect switch in elevator machine room

Park Hall

- 1. Condensate pumps (2 mechanical room) Disconnect switches on wall
- 2. Air compressors - Disconnect switch on wall

Emerson Hall

- 1. Oil boiler (2) - Disconnect switches on wall
- 2. Condensate pumps (2) - Disconnect switches on wall
- 3. Air compressors (basement area) - Service switch on wall
- 4. Air handling unit (basement) - Disconnect switch on wall
- 5. Elevator - Disconnect switch in elevator machine room

STR Building

- 1. Oil boiler - Disconnect switch on wall
- 2. Booster pump station - Disconnect switch on control panel on pump station

Northern Housing

1. Sprinkler Booster Pumps (unit 17 & 19)–Disconnect switch on wall

Physical Plant

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|--------------------------------------|--|
| 1. Oil boiler - | Disconnect switch on wall |
| 2. Circulatory pumps (2) - | Disconnect switches on wall |
| 3. Vertical lift - | Disconnect switch in stairwell to basement |
| 4. Air compressor (generator room) - | Cord and plug on wall |

Hot water storage tanks located in Park, Emerson, Merriman, and Weiden.

Lock out/Tag out all water and steam valves