



LOCK-OUT TAG OUT

Introduction

Baton Rouge Community College is committed to providing a safe working environment by providing practices and procedures to safeguard employees, students, visitors, and the campus community from equipment, startup of machinery, or the release of hazardous energy during service or maintenance activities at BRCC locations.

Purpose

According to the OSHA, the Louisiana State Fire Marshal's Office and Office of Risk Management (ORM), lock out – tag out shall be conducted in a manner in agreement with all applicable laws, rules, and standards. This policy is applicable to all BRCC locations.

POLICY IMPLEMENTATION PROCEDURES

The following guidelines shall be adhered to, to maximize health and safety:

1. Authority and Responsibility

Departments responsible for coordinating administering this policy:

A. Environmental Health and Safety

Oversees the Lock Out – Tag Out Program and develops, in conjunction with the BRCC Facility Services Department, the necessary procedures to safely allow authorized employees/contractors to isolate and potential electrical, chemical, thermal, hydraulic and pneumatic and gravitational energy prior to equipment repair, adjustment or removal.

B. Facility Services

Works in conjunction with the Environmental Health and Safety Department to develop and oversee the Lock Out – Tag Out Program and to ensure only authorized (qualified) employees/contractors are allowed to isolate and potential electrical, chemical, thermal, hydraulic and pneumatic and gravitational energy prior to equipment repair, adjustment or removal.

C. Authorized (Qualified) Employees

Employees who have received training resulting in applicable licenses/certifications (i.e. electrical, HVAC, plumbing, etc.) and such training has been verified by the Facility Services Department and who have successfully completed the BRCC Lock Out – Tag Out training.

D. Affected Employees

Are those employees who operate machinery or equipment upon which lockout or tagging out is required under this program. Training of these individuals will be less stringent in that it will include the purpose and use of the lockout procedures.

E. Other Employees

Are identified as those that do not fall into the authorized, affected or qualified employee category. Essentially, it will include all other employees. These employees will be provided instruction in what the program is and not to touch any machine or equipment when they see that it has been locked or tagged out.

F. Licensed Contractors

Are those vendors, contractors, and persons not employed by BRCC (state, local, parish, and/or those persons employed by a public company to provide electrical, water, gas, sewer, etc. services) who have been authorized by the Facility Services Department and/or the Environmental Health and Safety Department to perform contracted services on any equipment, buildings, systems, and/or other properties owned/leased by BRCC.

2. Considerations

A. Hazardous energy control is performed by licensed professionals contracted by the BRCC Facility Services Department or the Environmental Health and Safety Department.

- **Exceptions**

Employees of the Facility Services Department who perform diagnostic work on the

BRCC HVAC systems.

1. HVAC Engineer
2. HVAC Technician

3. Documentation

All documentation of lock out – tag out shall be maintained by the Facility Services Department, while work is on-going, and submitted to the Environmental Safety Department once all work has been completed.