



# Environmental Health & Safety

## Policy & Procedure #7

**TITLE:** **UNIVERSITY LOCKOUT/TAGOUT POLICY**

**OBJECTIVE AND PURPOSE:** To establish personnel responsibilities and standard procedures to ensure that whenever the possibility of unexpected machine/equipment start-up exists, or when the unexpected release of stored energy could occur and cause injury, the equipment is isolated from its energy sources and rendered inoperative prior to servicing.

**RESPONSIBILITY:** **ACTION**

**ENVIRONMENTAL HEALTH & SAFETY**

- ◆ Develop and implement a comprehensive Lockout/Tagout Program.
- ◆ Conduct lockout/tagout training to familiarize employees with the hazards associated with lockout/tagout activities.
- ◆ Ensure periodic evaluation of each department's lockout/tagout compliance.
- ◆ Ensure affected departments are instructed on the procedures and applicable standard.

**DEPARTMENT**

- ◆ Ensure compliance with the lockout/tagout program.
- ◆ Provide appropriate locks/tagout equipment and accessories at no cost to all affected employees.
- ◆ Primarily responsible for enforcement and implementation of lockout/tagout program.
- ◆ Conduct annual inspection and certification of authorized employees.
- ◆ Ensure employees have received training and are knowledgeable with the hazards of lockout/tagout.
- ◆ Ensure employees know shut down and start-up procedures of equipment.
- ◆ Notify all affected employees of a pending shut down of equipment.

**EMPLOYEE**

- ◆ Receive awareness training on hazards associated with lockout/tagout process, hazard report system, and operational procedures.
- ◆ Comply with any other rules deemed necessary by their department.
- ◆ Be held accountable for following the guidelines and practices established by the FAU Lockout/Tagout Program.
- ◆ Not attempt to start, energize, or use equipment that is locked out..

**REFERENCE:** ◆ FAC 38I-20 and 29 CFR 1910.147

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<b>APPROVED:</b>	Vice President	Associate V.P.	Director