

Bowie State University Lockout/Tagout (LOTO) Program

Purpose: This Lockout/Tagout (LOTO) program is designed to establish safe work practices for the control of hazardous energy at Bowie State University (BSU). The program aims to comply with the Maryland Occupational Safety and Health (MOSH) requirements, ensuring all employees are trained, equipment is properly controlled, and work is performed safely.

Scope: This program applies to all Bowie State University employees, contractors, and vendors performing maintenance, service, or any other activity on machinery and equipment where unexpected energization, startup, or release of stored energy could cause injury.

1.0 Policy Statement

Bowie State University is committed to providing a safe working environment for its employees. In accordance with MOSH and OSHA's standard 29 CFR 1910.147, the Control of Hazardous Energy (LOTO), this program outlines the steps that must be followed to effectively isolate energy sources before performing maintenance or service on machinery or equipment.

2.0 Definitions

- **Lockout:** The placement of a lockout device on an energy-isolating device, ensuring that the equipment cannot be operated until the lock is removed.
- **Tagout:** The placement of a tagout device, warning that the machine should not be operated. Tags are supplementary to locks and do not provide the same level of protection.
- **Authorized Employee:** An individual trained and authorized to lock out or tag out machinery or equipment.
- **Affected Employee:** An individual whose job requires them to operate or use a machine on which servicing or maintenance is being performed under lockout or tagout or whose work in an area where such servicing or maintenance is being performed.
- **Energy Source:** Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
- **Energy-Isolating Device:** A physical device that prevents the transmission or release of energy.

3.0 Responsibilities

- **Safety and Environmental Compliance Coordinator (SECC):**
 - Ensure the implementation, compliance, and periodic review of the LOTO program.
 - Maintain records of inspections and audits.
- **Supervisors:**
 - Ensure authorized employees follow LOTO procedures.
 - Ensure all equipment in their area complies with the LOTO program.
 - Coordinate training for all affected and authorized employees.
 - Report any deficiencies or non-compliance.
- **Authorized Employees:**
 - Follow all procedures for the safe application of lockout/tagout devices.
 - Conduct routine inspections of energy sources and LOTO devices.
- **Affected Employees:**
 - Be aware of LOTO procedures and understand their role in maintaining safety when LOTO is in effect.

4.0 LOTO Procedures

4.1 Preparation for Lockout/Tagout

1. **Identify Energy Sources:** Before performing service or maintenance, authorized employees must identify all energy sources connected to the equipment.
2. **Notify Affected Employees:** Inform all affected employees that lockout/tagout is about to be applied and explain the purpose of the procedure.
3. **Energy Isolation:** Locate the energy-isolating devices and ensure that all energy sources (electrical, mechanical, hydraulic, etc.) are disconnected or isolated.

4.2 Lockout/Tagout Device Application

1. **Lockout Devices:** Apply an appropriate lockout device to each energy-isolating device. Each lockout device should be assigned to an authorized employee.
2. **Tagout Devices:** Attach a tagout device with a visible warning that identifies the reason for the lockout, the person responsible, and the date.
3. **Verification of Isolation:** After applying the lockout/tagout devices, authorized employees must verify that all energy sources are effectively isolated by attempting to start the equipment (following established procedures). Ensure the equipment does not operate.

4.3 Release of Stored Energy

1. If the equipment stores residual energy (e.g., in springs, capacitors, or hydraulic systems), authorized employees must take steps to dissipate or restrain this energy.
2. Use appropriate tools or methods to safely release any residual energy (e.g., venting, bleeding pressure, or blocking movement).

5.0 Removal of Lockout/Tagout Devices

5.1 Restoration to Service

1. **Inspection of Equipment:** Ensure the area is clear of personnel, tools, and materials before removing any lockout or tagout device.
2. **Removal of Devices:** Only the authorized employee who applied the lockout/tagout device may remove it. If this person is unavailable, authorization must be obtained before device removal.
 - a. Who can provide written authorization?
 - i. After thorough search of area and contact of affected person authorization can come from the safety coordinator, FM directors, or supervisor(s) in charge
3. **Communication:** Notify affected employees that lockout/tagout devices have been removed and the equipment is ready to return to service.

6.0 Periodic Inspection and Audit

1. **Annual Audit:** The SECC will conduct an annual audit of the LOTO program to ensure compliance. Inspections will include a review of lockout/tagout procedures, employee training, and the effectiveness of the program.
2. **Corrective Actions:** Any deficiencies identified during the audit must be corrected promptly. Supervisors will be notified of any non-compliance issues, and corrective measures will be put in place.

7.0 Training and Communication

1. **Initial Training:** All authorized and affected employees will receive initial training on the LOTO procedures, including recognition of hazardous energy sources and how to effectively lock out/tag out equipment.

2. **Retraining:** Employees must receive retraining annually or if there is a change in job assignment, equipment, or energy control procedures.
3. **Training Records:** The SECC will maintain records of all training sessions, including names of attendees, dates of training, and materials covered.
4. **Project Coordinators/Managers:** All coordinators and managers will receive training on how to ensure contractor lock out tag out compliance. Retraining must be annual or if there is a change in job assignment, equipment, or energy control procedures.

8.0 Contractor Compliance

1. **Contractor Responsibilities:** Contractors working on Bowie State University property must comply with the university's LOTO program or have an equivalent LOTO program in place.
2. **Communication:** BSU and the contractor must communicate to ensure proper lockout/tagout procedures are followed. The university's project coordinator is responsible for ensuring contractor compliance.

9.0 Program Review and Updates

1. The LOTO program will be reviewed annually by the SECC to ensure compliance with MOSH standards.
2. Any changes in the equipment, processes, or personnel will prompt a review and revision of the LOTO procedures to maintain safety standards.

References:

- Maryland Occupational Safety and Health (MOSH) Standard 29 CFR 1910.147 – The Control of Hazardous Energy (LOTO)

Effective Date: 2/19/2025 **Reviewed/Approved By:** Darryl Williford

Next Review Date: 2/19/2026