

LOCK OUT/TAG OUT POLICY & PROCEDURES CITY OF JACKSON PUBLIC SAFETY GARAGE



Revised November 2020

CITY OF JACKSON
Hazardous Energy Control Policy and Procedures of Lock Out/Tag Out (LOTO)
For Fleet Vehicles and Mobile Equipment

Purpose

The purpose of this policy and procedures are to establish a specific program for hazardous energy control procedures as they apply to servicing and maintenance to fleet vehicle and mobile equipment by the **City of Jackson** in accordance with regulations set forth in OSHA 29 CFR 1910.147.

Scope

This specific policy pertains to the City of Jackson's Public Safety Garage Division of Fleet Service and/or others that would service, repair, or otherwise be involved in work being performed to a fleet vehicle or piece of mobile equipment.

Review entire Lock Out/Tag Out procedures and consult equipment operator's manual before beginning work on equipment.

ONLY AUTHORIZED EMPLOYEES TRAINED IN LOCK OUT PROCEDURES ARE PERMITTED TO PERFORM LOCK OUT!

Definitions are available in the general program and are consistent with definitions found in OSHA 29 CFR 1910.147(b).

Procedures:

1. Park vehicle, place vehicle in park if automatic, place vehicle in reverse if equipped with manual transmission, turn off ignition, set parking brake/use chocks to prevent rolling.
2. **Remove keys & keep in authorized employee's possession.** If there are multiple keys to the vehicle additional keys must be secured in COJ Garage key lock box that shall remain locked until the authorized employee and/or supervisor releases the vehicle. The department key box must be locked at all times with the driver's key held by a designated employee or supervisor. The employee performing lock out has sole control over starting the vehicle.
3. Remove cable from negative battery terminal.
4. Attempt to start vehicle with keys. If vehicle will not start (i.e.-isolation as been achieved) follow step 5. If vehicle starts then energy isolation was not achieved, and authorized employee must contact supervisor and evaluate why isolation was not achieved so as to modify program and/or retrain as appropriate.
5. Attach tag to steering wheel at 12 O'clock position identifying the mechanic/authorized employees performing the work, date, & time. Tag will identify the employee performing maintenance and state **"Do Not Start/Operate."**
6. If elevating vehicle with floor jacks use four appropriate jack stands rated to hold the weight of the vehicle after lifted to prevent fall. Additionally, ensure that the jack stands are placed on solid ground so as to prevent slippage or sinking into the ground.
7. If elevating vehicle with lift ensure that the locking mechanism is engaged to prevent fall.
8. Only an authorized employee who is servicing and performing maintenance is to be in possession of vehicle keys at all times, apply his/her tag, remove his/her tag.
9. In case of shift change or change in authorized employee performing work the first employee will remove his/her tag, and the employee taking control of the servicing and maintenance activities will follow steps for shutting down, isolating, and securing the vehicle ensuring all steps have been performed. New authorized employee will test lock out, and if successful will assume responsibility for keys and attach his/her tag to steering wheel at 12 O'clock position.
10. After removing battery cable the keys will be placed into the ignition and the vehicle will attempt to be started to ensure lock out has been successful.
11. Keys will be removed to stay in authorized employee's possession and tag placed at 12 O'clock position on steering wheel.
12. If multiple authorized employees perform service work on the same unit simultaneously, the ignition key must be kept in the key box designated for that service bay and each authorized employee will place their

approved red lockout lock on the service bay key lock box. Each authorized employee's lock must be tagged using the approved "DO NOT OPERATE TAG OUT TAG" that is completely filled out with name, date and reason for lockout.

13. Transfer of LOTO, for shift change or scheduled day off/vacation, requires a tailgate meeting of outgoing and ingoing authorized employees. Oncoming employees shall review the procedures and consult the equipment operator's manual. Tags/locks are then placed by oncoming employee followed by removal of outgoing employee. A yellow supervisor's lock may be used to temporarily take a unit out of service. However, **NO SERVICE WORK CAN BE PERFORMED UNDER A YELLOW LOCK! Only the authorized supervisor may remove the lock.**
14. New hire employees will be trained on lock out/tag out on their date of hire. The policy and procedures will be reviewed by the Garage employees annually and the Garage Department Head shall update any changes to the policy and procedures at that time.

Disciplinary action

1. Failure of employees to follow/perform the steps established for Lock Out/Tag out will result in consequences as enumerated below and/or in accordance with the general disciplinary policy.
 - A. **Minor 1st Infraction:**
 - Verbal reprimand from supervisor and remedial training
 - B. **Minor 2nd Infraction:**
 - Written reprimand from supervisor and remedial training
 - C. **Major Infraction (over \$2,000 damage or injuries that occurred from the infraction):**
 - AUTOMATIC one-day suspension without pay and remedial training when returned to work.
 - To be determined by supervisor: More than one major infraction could result in termination of employment.

Employees have the right for Appeal of Disciplinary Action as described in the City of Jackson Employee Handbook and should contact the Human Resource Department at City Hall.

Training for all new hires and employees will be provided for the departments for Lock out/Tag out programs in accordance with the Department's Safety Training Policy. The Safety Officer will assist on all training materials.