

**Equipment Lockout Policy**

The purpose of this policy is to protect employees from hazards associated with unexpected activation of machinery or equipment during maintenance or repair and to ensure compliance with NH Administrative Rules Department of Labor standards.

**Responsibilities**

The District shall:

1. Provide padlocks and other needed equipment to employees, free of charge, to be used for locking out equipment when required.
2. Train employees in the proper and safe procedures for locking out potentially hazardous energy when performing maintenance or repair.

The Employee shall:

1. Effectively disconnect and make non-hazardous all forms of energy capable of causing injury during maintenance procedure.
2. Lock all energy sources or switches in the “off” position prior to making any repairs.

**Procedural Overview:**

- Identify all forms of potentially hazardous energy:
  1. Examine equipment for all types of potentially hazardous energy including electrical, hydraulic, steam, pneumatic, vacuum or mechanical.
- Notify affected employees:
  1. Inform all affected employees of pending shutdown
- Shut down equipment through normal means:
  1. Depress stop button, toggle switch, etc.
- Apply lock to energy isolation device:
  1. If these forms of energy have the capability of being locked out, a positive locking device shall be used.
  2. Attach the lock to the machine’s energy isolation device (A mechanical device that physically prevents the transmission or release of energy).
- Release all excess energy from machinery:
  1. All stored energy hazards electrical, hydraulic, steam, pneumatic or vacuum, should be released from the machinery or made non-hazardous by other means prior to commencement of repair or maintenance of equipment.

Perform maintenance or repair work on machinery:

- Remove lock:
  1. Remove lock once employees, tools and other equipment are clear from the moving parts and other hazards posed by the machinery.
  2. Only the employee performing repair work may remove the lock and restart the machinery.
- Restart equipment:
  1. Ensure that people, tools, etc. are clear of machine before start up.

**Legal References:**

*N.H. Code of Administrative Rules, Section Lab 1403.35 Lockout*

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