

What services does EHS&EM provide for this Program?

- Monitors the overall effectiveness of the program
- Provides centralized record keeping
- Provides awareness training
- Conducts material inspections
- Assists with developing work practices
- Provides project monitoring

Who may I contact to find out more?

You may contact the Environmental, Health Safety & Emergency Management Office at (434) 395-2940, or on our website at <http://www.longwood.edu/safety/index.html>.



E N V I R O N M E N T A L
H E A L T H A N D
S A F E T Y S E R V I C E S

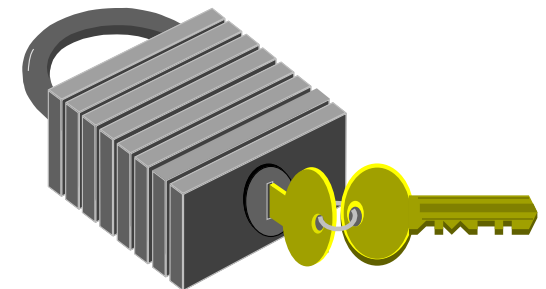
**Environmental, Health Safety & Emergency
Management Office**
201 High Street, Iler 106
Farmville, VA 23901

Phone: 434-395-2940

Fax: 434-395-2635

Web: www.longwood.edu/safety/index.html

**Lockout
For
Life!**



What is locking out?

Many injuries occur each day due to the unexpected start up and release of energy. Such accidents can involve shock or electrocution, being caught in machinery, or burns, any of which could result in serious injury or even death. There are also secondary accidents which may occur, such as falls from elevations or ladders.

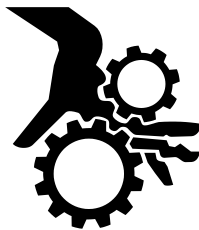
Locking out refers to employees affixing locks and/or tags to energy isolating devices to otherwise disable machines or equipment and prevent unexpected energization, start up, or release of stored energy which may cause an injury.



What types of energy sources are there?

There are many forms of energy. The most typical is electricity. Other sources of energy include:

- mechanical (springs)
- pneumatic
- hydraulic
- chemical
- thermal
- gravity (raised parts)
- suction



You must also consider stored energy in a system. Batteries and capacitors store electricity that may be released, even though the power has been cut off and locked out. In some cases, there may be backup power supplies that may start up if an outage is detected. Make sure these systems are locked out as well.



I work around energy sources daily. When do I need to lockout?

OSHA requires employees to follow Lockout/Tagout Procedures for the following situations:

- Servicing and/or maintenance of machines, equipment, or systems (other than normal operating or feeding of the machine). This includes constructing, installing, setting up, adjusting, inspecting, modifying, lubricating, cleaning, unjamming, or making adjustments or tool changes.
- Removal or bypassing of a machine guard or other safety device.
- Placement of any part of your body into a machine's danger zone (any area with moving parts or the potential for moving parts).

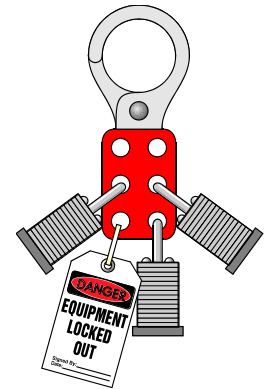
How do I apply my lock and/or tag?

Before any employee applies a lock to a system, he or she must receive appropriate training. This training can be conducted by the Environmental, Health Safety & Emergency Management Office by calling 395-2940. Your supervisor or lead person will coordinate the lockout. This person knows the system, the associated energy sources, and the lockout/tagout procedures that must be followed.

Once your supervisor has cut off all energy sources, an isolating device will be applied. Isolating devices include hasps, valve covers, circuit breaker blocks, blank flanges, or any other device which physically prevents the energy source from being turned on or released. Individual locks and tags are then placed on the device by each person working on the system.

It is also important that the supervisor verify that all energy sources have been locked out and that the correct energy sources have been locked out. This is accomplished by trying to turn the system back on. Once you have verified the system is locked out, you may begin your work.

Your lock and tag stays in place as long as you are working on the system. Once work has been completed, your supervisor will check the system for readiness, and have each employee remove his/her lock. Once all tools, equipment, and employees are clear, they system may be re-energized.



Tags may be used without locks only in specific circumstances. Please see Longwood University Tagout Program for more information.

Is that all there is to it?

It's important to note that all employees must be aware of lockout/tagout procedures. A lock placed on a system without a proper identification tag could be misunderstood by other employees or departments and removed. You should notify other departments which may be affected by the system shutdown. This will prevent unnecessary calls to maintenance and electrical services for repair. Communication with all employees, and all related parties should be taken seriously.