

**POLICY**

Effective Date: April 4, 1993

Approved By: President's Council

Authority: WAC 296-24-1100; RCW 28B.35.120

Cancels:

See Also: POL U5950.01 Health, Safety and Environmental Protection

**POL-U5950.05 LOCKOUT-TAGOUT FOR CONTROL OF HAZARDOUS ENERGY**

*This policy applies to all employees at Western Washington University.*

1. **The University's lockout-tagout program establishes requirements for employees.**

The University's lockout-tagout program establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment.

The unexpected release of energy from devices which may store energy (such as springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) has the potential to cause harm to individuals working on the device.

All such devices must be constrained from unexpected releases (locked out) or must be tagged with appropriate warnings (tagged out). The minimum requirements are found in the Washington Administrative Code, Part 296-24-1100.

2. **Department heads and center directors shall be responsible to ensure that energy control plans are available for equipment, devices, and procedures under their purview.**

The department head shall also ensure that appropriate lockout/tagout equipment is available, that staff are trained, and that compliance with lockout/tagout procedures is enforced.

3. **Supervisors shall be responsible to the department head for implementing the lockout/tagout program for employees and work under their purview.**

## POLICY

4. **All employees shall comply with the restrictions and limitations imposed upon them during the use of lockout/tagout.**

Authorized employees are the only employees designated to perform lockout/tagout. They are required to comply with written procedures.

All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance, shall not attempt to start, energize, or use that machine or equipment. Disciplinary action for non-compliance with the lockout/tagout procedures shall be at the discretion of the department head.

5. **The Environmental Health and Safety staff shall be responsible for providing and updating University-wide procedures and assisting departments with implementation of the program.**

During inspections, EHS staff shall note deficiencies in a department's program and bring them to the attention of the appropriate department member.