

## APPENDIX A

### **Addendum to the Mount Holyoke College Lockout/Tagout Program for Dining Services operations clarifying the program's compliance with 29 CFR 1910.147(e)(3) which states**

*"Lockout or tagout devices removal.* Each lockout or tagout device shall be removed from each energy-isolating device by the employee who applied the device. *Exception to paragraph (e)(3):* When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed, documented and incorporated into the employer's energy control program."

Procedure:

Dining Services equipment in need of repair or maintenance for routine or emergency reasons will be inspected by a Dining Services Section Manager.

The Dining Services Section Manager will be responsible for:

- \* deciding if the equipment needs to be locked or tagged,
- \* applying the lock or tag, and
- \* noting on the work order the use of a lock or tag for an emergency situation.

Work orders will be forwarded by the Section Managers to the Associate Director of Dining Services.

The Associate Director will assign the work orders to:

- \* the Dining Services Equipment Technician, or
- \* Facilities Management technicians, or
- \* both. [Note: when more than one type of energy needs to be controlled or when more than one trade is working on the same equipment Group Lockout/Tagout procedure may be necessary.]

Upon completion of the service or maintenance the Equipment Technician or Facilities Management tradesperson will contact Dining Services Section Manager on duty at that time. That Section Manager will inspect the work to ensure that:

- \* the repair or maintenance has been completed,
- \* Facilities Management trades have completed their work and removed their lock or tag,
- \* the equipment is safe to restart, and
- \* employees in the area are notified that equipment is about to be restarted.

When the inspection is completed the lockout or tagout device may be removed by the Section Manager and the equipment restarted.

If the Section Manager removing the Lockout or Tagout device is not the Section Manager that applied this lock or tag these additional measures must be taken.

- \* The second key for that lock will be obtained and signed out from the locked file cabinet in the Dining Services Office. That key should be returned to the office during that shift.
- \* The Section Manager that applied the lock or tag must be given written or verbal notice that their lock or tag has been removed.