**Program Name: Lockout/Tagout (LOTO)**

**1.0 Staff** Lead: EHS Staff

 Facilities Director

 Shop Supervisors

 Other: Trades Employees Total FTE: 0.1

 Equipment: LOTO Devices, Labeling equipment

**2.0 Description**

It is the goal of Longwood University to protect all employees, students, visitors, contractors and other personnel from potential hazards when they place any part of their body near a machine’s point of operation, power transmission, pinch point, or other moving parts during maintenance and servicing activates. If the machine is not properly shut down and secured, it could unexpectedly start up, release stored energy, move, or cycle, causing crushing injuries, amputations, or even fatal injuries.

The content of this Program is based on the Occupational Safety and Health Administration (OSHA) general industry standard 29 CFR 1910.147, *The Control of Hazardous Energy* and Virginia Department of Labor (VOSHA) standard VOSHA 1910.147 *Control of Hazardous Energy (Lockout/Tagout)*.

A well-designed LOTO program does not exist in isolation. Workers performing maintenance activities may be at risk from other hazards in the work area not covered by the LOTO program. Whenever workers plan to shut down machinery or equipment, consider whether they also need protection from:

* Confined Space Hazards
* Machinery Hazards
* Hazards Requiring Personal Protective Equipment (PPE)
* Pipe Breaking Hazards

**3.0 Scope**

This program covers all Facilities Management Shops and the Heating Plant at Longwood University. The program is applied to all Longwood University owned and managed properties including Foundation Properties and Real Estate Foundation Properties.

**4.0 Performance Metrics**

 LOTO Procedures are written and implemented

 Employees are trained

 Employees are following procedures

 Equipment is labeled

 LOTO devices are purchased and used

**5.0 Compliance Requirements**

OHSA: 29 CFR 1910.147 – The Control of Hazardous Energy

 VOSHA: 1910.147 – Control of Hazardous Energy (Lockout/Tagout)

 Facilities Management Director:

* Administer facility-wide Lockout/Tagout work practices.
* Ensure LOTO procedures are added to AIM database
* Ensure application and consistent enforcement of Lockout/Tagout work practices.
* Assist shops in implementing the provisions of this program
* Provide or assist in task-specific training for Lockout/Tagout work qualifications.
* Periodically review and update this written program
* Provide or coordinate general training for shops on the content of this program.
* Audit the principles and procedures of this Lockout/Tagout Program. Using the Lockout/Tagout Inspection form. The results of the audit will be documented. The audit will review the following characteristics:
	+ Are employees implementing and abiding by the program?
	+ Does the program adequately address electrical hazards?
	+ What is the revision process?
	+ How are revisions incorporated and communicated?
* Ensure personnel are provided with appropriate protective equipment.
* Review and sign Supervisory Lockout Removal form.

Require Employees to:

* Determine the applicability of the Lockout/Tagout Program to activities conducted within their respective areas.
* Responsible for the implementation of this program within their areas.
* Ensure personnel comply with all provisions of the Lockout/Tagout Program.
* Ensure personnel receive training appropriate to their assigned electrical tasks and maintain documentation of such training.
* Develop and maintain a listing of all Authorized personnel in their areas.
* Follow the work practices described in this document, including the use of appropriate protective equipment and tools.
* Attend all training required relative to this program.
* Store, maintain, clean and check assigned PPE in accordance to this program.
* Immediately report any concerns related to Lockout/Tagout to supervision

**6.0 Procedures and Other Information**

 Confined Space and Appendices

 Electrical Safe Work Practices and Appendices

 Lockout/Tagout and Appendices

**7.0 Benefits/Value to Longwood University**

The goal of the LOTO program is to prevent incidents that lead to avoidable costs and loss of productivity. Employees who are hospitalized or killed cannot continue to perform their duties.

**8.0 Impact of Deleting the Program**

The regulatory requirements will have to be met somehow, as such these duties would be transferred to some other group within Longwood University, outsourcing at a significant cost, or ignored with eventual consequences.