



## Valley Woodworkers of West Virginia



### **Lockout Procedure for Valley Woodworkers of West Virginia, Inc.**

#### *Purpose*

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before Shop Leaders not Authorized Persons perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

#### *Compliance With This Program*

All Shop Leaders are required to comply with the restrictions and limitations imposed upon them by ensuring that equipment is properly locked out prior to maintenance being performed on any equipment. The Shop Leaders are required to ensure that the lockout has been performed in accordance with this procedure. All personnel present, upon observing a machine or piece of equipment that is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

#### *Definitions*

- 1) Affected personnel. Club members that are authorized to work in the Workshop, have been trained in this Lockout Procedure and are present.
- 2) Authorized Person. Club member(s) that are authorized to work in the Workshop, have been trained in this Lockout Procedure and who will be performing the maintenance.
- 3) Authorized Shop Leader. A shop leader that has been trained in this Lockout Procedure and is responsible for the workshop at that time.
- 4) Lockout. A work procedure that is used to ensure that equipment is deenergized and safe for maintenance to begin.
- 5) Corded equipment. Equipment that has only one source of energy and that energy comes from an electrical cord that can be unplugged (e.g. router, hand drill, biscuit jointer, etc.).
- 6) Repairs. Testing, inspection or servicing equipment to repair or replace a damaged component. Repairs are to be done only by the Shop Leader. Changing saw blades on any saw is considered a repair and must be performed by, or under the direction of the Shop Leader.
- 7) Routine Maintenance. Replacement of cutting tools, sanding belts, cleaning, lubricating, etc. that the affected employee has been trained in.

#### *Repairs to equipment - Sequence of Lockout for equipment that is not corded:*

- 1) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, etc.).
- 2) Notify all affected personnel present that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.



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- 3) The Shop Leader shall refer to this procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
- 4) De-activate the energy-isolating device by moving the breaker to the off position so that the machine or equipment is isolated from the energy source.
- 5) Place a locking device on the breaker and apply a numbered Club Workshop lock. Attach a tag to the lock explaining the reason for the lockout and sign the tag. The Shop Leader shall keep the key on his person until servicing or maintenance is complete. If the servicing or maintenance is not completed and the equipment placed back in service before the Shop Leader leaves the Workshop, the Shop Leader shall place the key to the lock(s) in the Workshop Tool Cabinet and lock the tool cabinet.
- 6) Stored or residual energy must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. For example, if servicing or maintenance is to be performed on the air compressor pump or motor, all valves on the tank and air line must be opened and bled down after the compressor motor has been de-energized. All valves on the tank and air line that were opened shall have a "Do Not Close/Operate" tag placed on them.
- 7) Ensure that the equipment is disconnected from the energy source by first checking that no personnel are exposed, and then verify the isolation of the equipment by operating the push button or other normal operating control or by testing to make certain the equipment will not operate.
- 8) **Caution: Return operating control to neutral or "off" position after verifying the isolation of the equipment.**
- 9) The machine or equipment is now locked out and maintenance can be performed.

### *Routine Maintenance:*

- 1) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, etc.).
- 2) If the tool is corded, the Authorized Person shall unplug the tool and keep the plug close to and under the control of the Authorized Person performing the routine maintenance.
- 3) If the tool is not corded, the Authorized Person shall lock out the energy-isolating device with a numbered Club Workshop lock. Place a locking device on the breaker and apply a numbered Club Workshop lock. The Authorized Person shall keep the key on his person until servicing or maintenance is complete.
- 4) Ensure that the equipment is disconnected from the energy source by first checking that no personnel are exposed, and then verify the isolation of the equipment by operating the push button or other normal operating control or by testing to make certain the equipment will not operate.
- 5) **Caution: Return operating control to neutral or "off" position after verifying the isolation of the equipment.**
- 6) The machine or equipment is now locked out and maintenance can be performed.



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- 7) If the routine maintenance is not completed and the equipment placed back in service before the Authorized Person leaves the Workshop, the Authorized Person shall place the key to the breaker locks in the Workshop Tool Cabinet and lock the tool cabinet.

### *Restoring Equipment to Service.*

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken by the Shop Leader.

- 1) Check the machine or equipment and the immediate area around the machine to ensure that tools, blocks and other maintenance items have been removed and that the machine or equipment components are operationally intact.
- 2) Check the work area to ensure that all personnel have been safely positioned or removed from the area.
- 3) Verify that the controls are in the off position.
- 4) Remove the lockout devices.
- 5) Notify affected personnel that the servicing or maintenance is completed and the machine or equipment is ready for use.

When the Shop Leader or Authorized Person that applied the lockout device is not available to remove it, that device may be removed by the Shop Leader that is present using the following procedure:

- 1) Review the scope of work, verify that the work has been completed, verify that no hazards exist and that it will be safe to remove the lock and reactivate the equipment.
- 2) Verify that the Shop Leader that left the lock on is not at the Workshop.
- 3) Use all reasonable efforts to contact the Shop Leader that applied the lock to inform him/her that the lock will be removed unless he/she is aware of a reason why it should not be removed.
- 4) Confirm with the Workshop Director that the lock can be removed.