



SOUTHWEST
WASHINGTON
MEDICAL CENTER

POLICY ■ PROCEDURE

Title: Stored Energy Lockout/Tagout

Number: 8437.0106

Originating Department: Biomedical Instrumentation

Effective: 03/01/86

Revised: 10/23/07

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Approved by:

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GENERAL POLICY

STATEMENT:

Electrical circuits under maintenance procedures shall be deactivated and prevented from accidental reactivation.

PURPOSE:

To ensure electrical circuits under maintenance procedures are deactivated and prevented from accidental reactivation.

EQUIPMENT REQUIRED:

Lockout tag for each Biomed technician working on the circuit.

PROCEDURE:

- A. Each employee working on the equipment must have a personal lockout tag on the deactivated circuit breaker or disconnect before performing any maintenance.
- B. No employee shall use another employee's or lockout tag.
- C. A circuit breaker or disconnect shall be activated only when each employee has removed his own lockout tag and the area has been inspected to ensure that no employees will be endangered by the activation of the circuit breaker or start-up of the equipment.
- D. No employee shall ever permit someone else to remove his lockout tag, exposing others to danger.
- E. The lockout tags shall show the employee's name and work being performed.
 1. The lockout tags shall show the employee's name and work being performed.
 2. If the lockout tag is on a circuit breaker or disconnect and the employee cannot be located **DO NOT REMOVE THE LOCKOUT TAG**. Contact a supervisor for clearance.
 3. Should a lockout tag be lost or misplaced, a replacement tag shall be issued on a daily basis by the supervisor.
- F. Violation of this lockout procedure shall be grounds for disciplinary action.