



The College of
WILLIAM & MARY

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Date: January 28, 2014

SUBJECT: Facilities Lock-out/Tag-out (LOTO) Policy

PURPOSE: The purpose of this procedure is to establish minimum guidelines to ensure the safety and health of personnel who may be required to work on any type of equipment capable of being energized or containing stored energy. This program will be used to ensure that a machine or equipment is stopped and isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energizing, start-up of the machine/equipment, or release of stored energy could cause injury.

CANCELLATION: Policy to be reviewed on an annual basis as part of the LOTO annual review.

POLICY:

I. Scope

This procedure applies to all staff and personnel at the College of William and Mary and on-site contractors who may be required to work on this type of equipment or otherwise be exposed to the unexpected energization of this equipment.

New construction and building renovation is covered under the Contractors Lock-out/Tag-out (LOTO) program with oversight provided by Facilities, Planning, Design and Construction (FPDC).

II. Purpose

The purpose of this procedure is to establish minimum guidelines to ensure the safety and health of personnel who may be required to work on any type of equipment capable of being energized or containing stored energy. This program will be used to ensure that a machine or equipment is stopped and isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energization, start-up of the machine/equipment, or release of stored energy could cause injury.

III. Definitions

Revision 4, January 24, 2014

