

The College of
WILLIAM & MARY

Attachment 1

Lockout/Tag out
Contractor Program Review

(Excludes new construction and renovation through FPDC that will not potentially affect other College buildings or equipment)

Contractors and other non-employees shall comply with the College of William and Mary lockout/tag out procedure when performing work on College grounds. The contractor shall be provided a copy of the College's program to review as well as the contractor shall provide the representative of the College a copy of their program to include acknowledgement of training for its own employees on proper procedures.

The College representative who is responsible for the project ensures the following is adhered to when dealing with contractors or personnel.

1. Necessary lockout/tag out information is exchanged between ALL the parties involved in the project.
2. Outside contractor or personnel reviews and signs this form
 - 2.1. The signed form indicates all the appropriate lockout/tag out information was exchanged between College of William and Mary and outside contractor or personnel.
 - 2.2. The form is maintained with the project file.
3. The College representative reviews and signs this form
 - 3.1. This signed form indicates the College representative has provided the contractor a copy of the College procedure on LOTO. It also acknowledges the College representative has reviewed the contractors LOTO procedure and ensures employees of the contractor have been properly trained

Company (print name): _____

Contractor Responsible Party

Print Name: _____ Signature: _____ Date: _____

College Representative:

Print Name: _____ Signature: _____ Date: _____

A copy of this completed form with applicable signatures is to be delivered to and kept on file by the respective Trades Supervisor, FPDC, and the EH&S Office

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Attachment 2

College of William and Mary
SAFETY VIOLATION WARNING NOTICE
STOP WORK IMMEDIATELY

Violator's name _____ Date of warning _____
 Location of violation _____
 Department/Contractor _____ Supervisor _____
 Date of incident _____ Time _____

Type of violation (circle)

Failed to Lockout Careless Handling of Material Unsafe use of Equipment
 Obstructed access/exit Careless Fire Prevention Failed Safety Rules
 Unsafe Electrical Use Improper use of Power Tools Careless
 Other _____

Previous warning	Oral	Written	Date	by Whom
1 st warning	yes no	yes no	_____	_____
2 nd warning	yes no	yes no	_____	_____
3 rd warning	yes no	yes no	_____	_____

Violator's statement

Employer statement

Action to be taken Warning Probation Suspension Dismissal Other _____

Consequence should incident occur again

I Have Read This Employee Warning Notice And Understand It.

Signature of violator _____ Date _____
 Signature of employee issuing the warning _____ Date _____
 Signature of supervisor _____ Date _____

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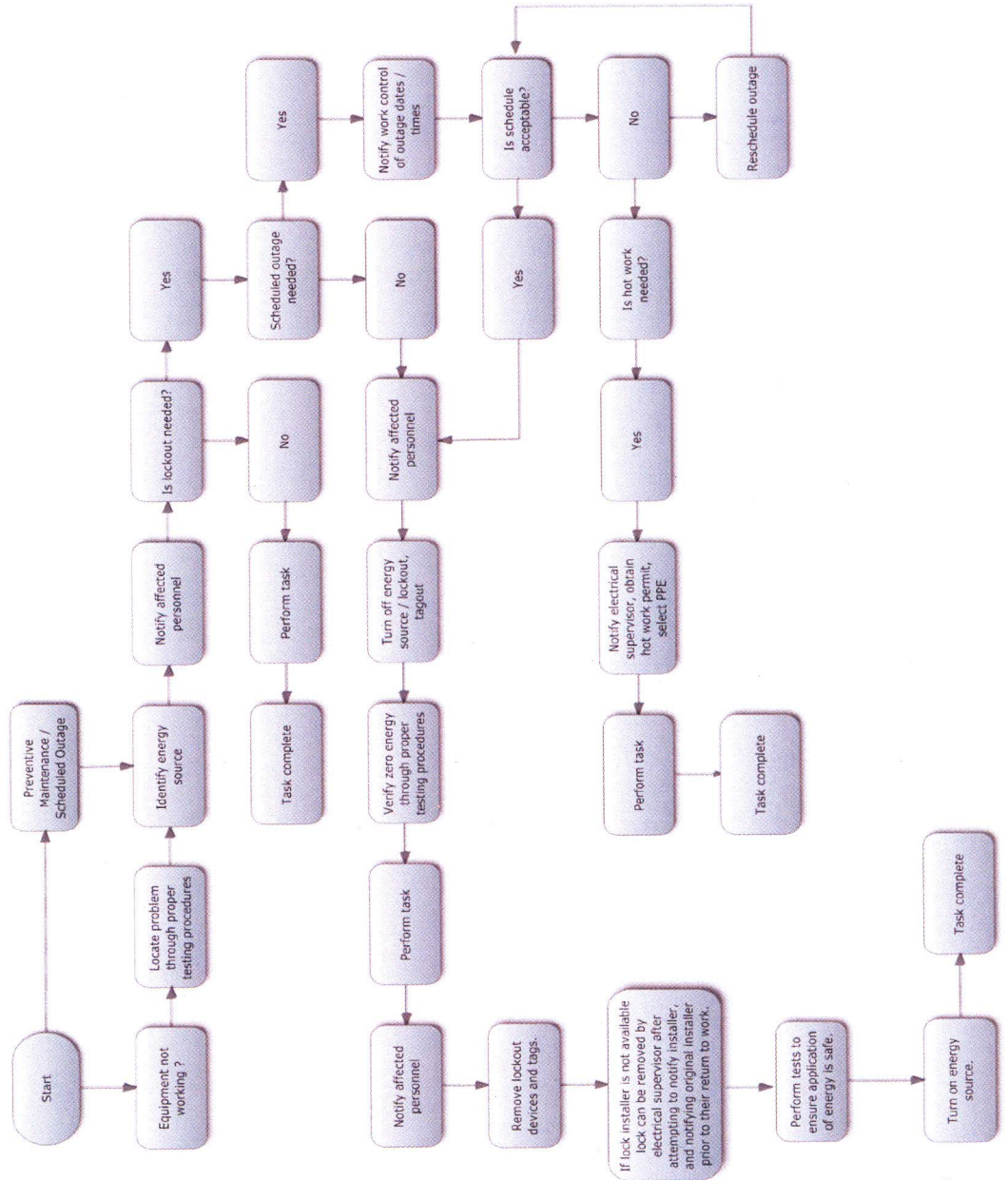
Attachment 3

Lockout/Tag out Log

Building	Work Order Number	Date	Status	Person in Charge

Attachment 4

Lockout Tagout Flow chart



Attachment 5

LOCKOUT - TAG OUT AND SHUTDOWN PROCEDURES CHECKLIST

Describe Equipment to be locked / tagged out:

APPLICATION OF LOCKOUT/TAGOUT

1. Understand the hazard. (Circle all that apply)

ELECTRICAL LOCATED
PNEUMATIC LOCATED
CHEMICAL LOCATED
MECHANICAL LOCATED
THERMAL LOCATED
ULTRA VIOLET LOCATED

Initial

_____ 2. Shut down the machinery/equipment following normal procedures.

_____ 3. Isolate the source of energy by: (Check all that apply)

___ ELECTRICAL

___ VALVE

___ MECHANICAL/STORAGE/POTENTIAL ENERGY

_____ 4. Secure the energy-controlling lockout by attaching a personal lock and completed tag to the lockout-enabling device. If more than one person will be performing the work, each must apply his own lock to a multiple lock device.

_____ 5. Release all stored energy in the _____

_____ 6. Verify that no potential energy can be released.

RELEASE FROM LOCKOUT/TAGOUT

_____ 7. Inspect the surrounding area. Notify others in the area that the machinery/equipment is

operational and will be returned to service.

____ 8. Remove personal lock(s), tag(s), and other lockout-enabling device.

Examples Of Energy Sources to Standard Equipment Found on Campus

Motors and associated equipment

- Elevators
- Fans
- Pumps/Valves
- Air compressors
- Air Conditioners and Refrigeration Equipment
- Sensors (thermostats, fire stats, freeze stats)

High voltage equipment

- Switches
- Cables
- Transformers
- Switch gear

Secondary equipment

- Breakers
- Panels
- Cables
- Signage

Lights

- Classroom
- Emergency
- Hall
- Exterior
- Offices
- Exits

Receptacles

- Wall
- Floor
- Special use outlets

Emergency generation systems

- Generator
- Batteries
- Transfer switches

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Attachment 6

Multiple Source Lockout/Tagout
 Energy Control Procedure

Date	
Name (person conducting LOTO)	
Signature	
Building	
Equipment (model/serial #)	
Work Order #	
Scope of Work	

Energy Source	Magnitude/Type	Isolation Device/Location
Electricity – Main power circuit	Amps: Volts: #Phases:	
Electricity – Control circuit(s)	Amps: Volts: #Phases:	
Battery/Solar/Alt Power	Amps: Volts: AC/DC/PH:	
Compressed Gas/Gases	PSI: Gas Type:	
Steam/Condensate	PSI: Source:	
Fluid Under Pressure	PSI: Source:	
Heat/Cold	Temp: Source:	
Vacuum Chamber/Piping	HG": Source:	
Fuel(s) – Solid/Liquid/Gas	Volume: Fuel:	
Rotating Wheel/Fan/Drive	Details:	
Suspended Weight	Details:	
Mechanical Other	Details:	

Procedure	Direction	Description of Action Taken
Shutdown	Determine all sources of energy	
Isolation	Open all disconnects	
Lockout	Apply locks/tags	
Verification	Attempt to start, verify zero energy state	
Return to Service	Reverse order to include notification	

Attachment 7

Lock Removal Approval Form

General Information:		
Date & time of request to remove lock:	Department of lock owner:	
Name of lock owner whose lock/tag is to be removed:	Name of lock owner's supervisor:	
Equipment & location:		
Is it absolutely necessary for the equipment to be reenergized before the lock owner can return to personally remove the lock? Yes No		
If "Yes", explain why:		
Document Reason for Removing Lock: (Lock owner called in sick, lock owner forgot to remove lock before leaving site, etc)		
Document attempts to contact lock owner prior to removal:		
Date & Time	Method of Attempted Contact	Result
@		
@		
@		
Lock Removal:		
<input type="checkbox"/> Verify that the lock will be removed by the supervisor of the lock owner or the supervisor's direct designee.		
<input type="checkbox"/> Verify that the supervisor of the lock owner or the supervisor's direct designee has reviewed the equipment to ensure that it can be safely reenergized.		
Lock removed by:	Date & time of removal:	
Notifications:		
<input type="checkbox"/> Verify that lock owner has been informed of lock removal prior to beginning their next shift.		

Supervisor/PI Signature: _____ Date: _____
 Trades Signature/Chair Signature: _____ Date: _____