

UTILITY LOCKOUT/TAG OUT PROGRAM PROCEDURE

The University of Notre Dame (UND) Utilities Department attempts to maintain accurate blocking point lists for many systems, equipment and distribution pathways. In many instances blocking points lists must be developed for the specific work to be performed. Even in cases where blocking point lists exist it is the responsibility of those persons performing work to verify the accuracy and adequacy of the blocking point lists. Before any work is to be performed it shall be the responsibility of those performing the work to verify that all sources of hazardous energy are under control. As part of this program the following procedures must be followed:

1. I hereby confirm that my Employer has on file with the Notre Dame Department of Risk Management and Safety a current University of Notre Dame Standard Insurance Requirements and Indemnification Agreement for Outside Contractors.
2. I hereby confirm that myself and any other members of my firm that will be performing work for the University of Notre Dame Utilities Department have read and are familiar with the Utilities Department Lockout/Tag out Program and that I will follow this program as well as all other relevant OSHA or other regulatory requirements regarding safe work practices and in particular Lockout/Tag out for Control of Hazardous Energy Sources.
3. All lockout/tag outs requests must be approved by those assigned said responsibility within the Utilities Department. Implementation of the initial lockout/tag out will be performed by either the Utilities Operation or Distribution Group (depending on area of concern) with persons or groups performing work then concurring with the adequacy of the controls and ganging their locks or tags on accordingly.
4. Parties requesting lockout/tag outs must appear in person at the Utilities Department between 8:00 am and 5:00 pm, Monday thru Friday, to complete a Lockout/Tag out Request, Implementation and Release Form (RIRF).
5. A completed request on a RIRF must be filed with the Utilities Department, Operations Group.
6. Failure to properly follow the Lockout/Tag out Program prior to performing work may result in damage to utilities, personal injuries (including death) and property damage. By entering a tunnel on the University of Notre Dame campus, you knowingly and voluntarily assume all risk of injury, property damage and liability for any and all costs associated with any service interruption and restoration, as well as for any claims, demands, actions, causes of action, damage(s), expense, cost or judgment(s) arising out of personal injuries or property damage resulting from your work on Notre Dame Property.
7. A UND Lockout/Tag out Reference Number will be assigned and given to the requesting party for reference. Prior to executing work, the requesting party must return to the Utilities Department to review the fully executed lockout/tag out action and to apply their own securing devices. No work may begin prior to the completion of the Lockout/Tag out release being fully executed.
8. The Operations Group of the Utilities Department will maintain a copy of the Lockout/Tag out paperwork for access by all authorized and affected persons.

I hereby acknowledge that as a requestor of Utility Lockout/Tag outs I have reviewed the University of Notre Dame Utility Lockout/Tag out Program and fully understand and will comply with all stated requirements.

FIRM: _____

NAME: _____

SIGNATURE: _____

DATE: _____

UTILITY DEPARTMENT LOCKOUT/TAGOUT

PROCESS DESCRIPTION

The following steps are to be followed by Utilities Operations personnel only. It is solely their responsibility to implement Lockout/Tagout.

1. Determine if the person, group or firm represented by the Authorized Requestor has within the past twelve months reviewed and signed a "Utility Lockout/Tag out Program Procedure". If not provide a copy of the procedure and ask the Authorized Requestor to review and sign as indicated. Retain the original on file and provide the Authorized Requestor with a copy for their files and to share with all individuals working with their group or firm.
2. Verify that the Firm that the Authorized Requestor is representing has provided the Risk Management and Safety Department with a properly executed "Standard Insurance Requirements and Indemnification Agreement for Outside Contractors". If uncertain contact Risk Management and Safety, Barbara Davey at 1-5037.
3. To assist operations the Utilities Business office shall maintain a file of the signed "Utility Lockout/Tag out Program Procedure" forms as well as a list of firms that are current with the "Standard Insurance Requirements and Indemnification Agreement for Outside Contractors".
4. Have the Authorized Requestor complete the Request Section of the Lockout/Tagout Request, Implementation and Release Form (RIRF). Be sure that entries are made for all requested information.
5. The Operations Group shall assign a reference number to the Lockout/Tagout for tracking and reference purposes.
6. Once all previous steps are complete, complete as required and attach all associated documents to the permit form. This can include, but is not limited to:
 - a. Group Form (GF)
 - b. Blocking Points Worksheet (BPW)
 - c. Testing Release Form (TRF)
 - d. Emergency Release Form (ERF)
7. Upon completion of the Lockout/Tagout paperwork the Operations, Distribution or Engineering Group (as appropriate for their areas of concern) shall authorize, apply and verify that all locks/tags are applied correctly.
8. For record keeping purposes all forms associated with a specific LOTO event shall be affixed together and filed under the specific LOTO reference number, forms are to be filled out in ink and readily accessible. Separate files for open, pending and closed LOTO's are to be maintained along with a log sheet of all LOTO's.
9. Should a change need to be made to an existing LOTO then complete a new RIRF, BPW, GF and other associated forms coding the LOTO reference number with an alphabetic suffix to distinguish it from the original LOTO, note on the original RIRF the existence of such and addendum.