

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193  
MOUNTAIN HOME, IDAHO**

**3  
PROCEDURE**  
Section 900.4, Pages 1-3

**LOCK OUT/TAG OUT NON-POLICY PROCEDURE**

Lock Out/Tag Out procedures have been developed to ensure the safety and health of employees and contractors working around electricity. These procedures will be followed by all school district Maintenance personnel and contractors employed by the Mountain Home School District. The governing directive for these procedures is the Idaho General Safety and Health Standards (IGSHS), Electrical Safety, section 150.12.

Each District Maintenance employee will carry and maintain a Lock Out / Tag Out kit in their work vehicle. The Maintenance Department will provide annual training to Maintenance personnel in the proper use and care of the kit, and any procedural changes required by IGSHS. All contractors employed by the District will be briefed annually to ensure compliance to the procedures regarding the Lock Out/Tag Out program.

The Mountain Home School District's point of contact for questions concerning the Lock Out/Tag Out procedures is the Safety Monitor. If the Safety Monitor is unavailable, questions should be directed to the Director of Maintenance or designee.

Any employee that does not follow the Lock Out/Tag Out procedures will be subject to disciplinary action.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193  
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**PROCEDURE**  
Section 900.4, Pages 2-3

**LOCK OUT/TAG OUT PROCEDURE**  
**RE-ENERGIZE CIRCUIT**

1. \_\_\_\_\_ Visually inspect area to ensure all tools have been picked up and the circuit of equipment is safe to energize.
2. \_\_\_\_\_ Notify all affected personnel to stay clear of the equipment or circuit.
3. \_\_\_\_\_ The lock and tag shall be removed only by the employee that applied it or under that employee's direct supervision. If the employee who applied the lock and tag is absent from the workplace, then the Director of Maintenance will designate a qualified person to perform the task. When the employee returns to work, he or she will be notified that the lock and tag has been removed before resuming work.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193  
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**PROCEDURES**  
Section 900.4, Pages 3-3

**LOCK OUT/TAG OUT PROCEDURE**  
**DE-ENERGIZE CIRCUIT**

1. \_\_\_\_\_ Notify all affected personnel (custodians, teachers, kitchen staff, administrator, etc.) that you will be locking out / tagging out the circuit or equipment.
2. \_\_\_\_\_ Determine a safe procedure to de-energize the circuit or equipment. (Circuit breakers, valves, etc.)
3. \_\_\_\_\_ Ensure stored energy (in capacitors, steam lines, springs, water lines, etc.), which might endanger personnel, has been relieved. (For example: block spring-loaded parts, shut off steam, shut off water supply.)
4. \_\_\_\_\_ Each employee working on the circuit or equipment will place a lock and tag on each device used to disconnect or isolate circuit or equipment. The tag must be filled out to identify:
  1. The employee that locked out the equipment,
  2. The date and time it was locked out, and
  3. The reason it was locked out.
5. \_\_\_\_\_ Verify that the circuit or equipment cannot be operated. (Use test equipment to check for voltage; operate equipment controls to ensure it will not start.)

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