

<b>BROOKHAVEN NATIONAL LABORATORY PHYSICS DEPARTMENT</b>	<b>Number:</b> PO-ESH-05	<b>Revision:</b> 2
	<b>Effective:</b> 04/01/2004	<b>Page</b> 1 of 2
<b>Subject:</b> Lockout/Tagout Requirements		
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## LOCKOUT/TAGOUT REQUIREMENTS

### I. SCOPE

This procedure is to be followed by all personnel in Physics Department Buildings and Areas, when unexpected energy surges, unintended motions or stored energy could cause injury to personnel or damage to equipment or systems. The locking and tagging procedures are explicated stated in [BNL ES&H Standard, Lockout/Tagout Requirements](#) and shall be followed. Personnel located in other facilities shall comply with the specific procedures for those facilities. This policy does not apply to Plant Engineering personnel who may lock and tag building equipment and utilities managed by PE but they should inform the Building Manager when their actions affect normal operations in the Department.

### II. DOCUMENTATION AND EQUIPMENT - Building 510

- A. Any individual who determines that there is a need to lockout equipment must notify the Building Manager or Department ES&H Coordinator. Approval to lockout equipment must be obtained from the Building Manager, Department ES&H Coordinator, or the Chairman of the Department ES&H Committee. The Building Manager and ES&H Coordinator are the responsible individuals who can Lockout and Tagout the equipment or they will ensure that all who lock and tag have current and appropriate training.
- B. The Department ES&H Coordinator shall maintain a log of all tagged and locked equipment within the Department. These records shall be located in the Safety and Training Office.
- C. The Department ES&H Coordinator must ensure that an ample supply of locks, hold tags, and lockout tape is available.
- D. The Department logbook must be reviewed periodically by the ES&H Coordinator and kept current.
- E. The Department ES&H Coordinator is to be advised if a tag has been removed.

### III. DOCUMENTATION AND EQUIPMENT - Building 703

- A. Any individual who determines that there is a need to lockout building equipment must notify the Building Manager of Building 703. Any individual who determines that there is a need to lockout Physics Department equipment must notify and get approval from the Building Manager, Department ES&H Coordinator, or the Chairman of the Department ES&H Committee. The Building Manager and ES&H Coordinator are the responsible individuals who can Lockout

and Tagout the equipment or they will ensure that all who lock and tag have current and appropriate training.

- B. The Department ES&H Coordinator shall maintain a log of all tagged and locked equipment within the Department. These records shall be located in the Safety and Training Office.
- C. The Department ES&H Coordinator must ensure that an ample supply of locks, hold tags, and lockout tape is available.
- D. The Department logbook must be reviewed periodically by the ES&H Coordinator and kept current.
- F. The Department ES&H Coordinator is to be advised if a tag has been removed.

**IV. DOCUMENTATION AND EQUIPMENT - Building 832**

- A. Any individual who determines that there is a need to lockout equipment must notify the Building Manager. Approval to lockout equipment must be obtained from the Building Manager, Department ES&H Coordinator, or the Chairman of the Department ES&H Committee. The Building Manager and ES&H Coordinator are the responsible individuals who can Lockout and Tagout the equipment or they will ensure that all who lock and tag have current and appropriate training.
- B. The Building Manager shall maintain a log of all tagged and locked equipment within the Department. These records shall be located in the Building Manager's Office.
- C. The Building Manager must ensure that an ample supply of locks, hold tags, and lockout tape is available.
- D. The Building Manager's logbook must be reviewed periodically and kept current.
- E. The Building Manager is to be advised if a tag has been removed.

**V. DOCUMENTATION AND EQUIPMENT - Building 820**

- A. Any individual not on the ATF authorized LO/TO list who determines that there is a need to lockout equipment must notify and get approval from the ATF Safety Officer, ATF Operation's Coordinator, ES&H Coordinator, or Building Manager. The ATF and Physics Department's Safety and Training Office keep a list of authorized personnel and the equipment they can lock and tag. The ATF and Physics Department will ensure that all who lock and tag have current and appropriate training.
- B. A log of all tagged and locked equipment within the ATF shall be kept by the ATF Safety Officer. These records shall be located in the Control Room.
- C. The ATF Safety Officer must ensure that an ample supply of locks, hold tags, and lockout tape is available.
- D. The ATF LO / TO logbook must be kept current, reviewed periodically by the ATF Safety Officer and annually by the ES&H Coordinator.

**Official copies of these procedures are maintained at this website. Before using a printed copy, verify that it is the most current version by checking the document issue date on this website. Signed copies of these official procedures are maintained at the Training Office.**

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