



Policy: 2019020

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Latest Revision: 12/9/2020

ELECTRICAL SAFETY POLICY

POLICY STATEMENT

It is the policy of the City of Findlay to require all employees to fulfill requirements for affixing the appropriate Lockout/Tagout signage and locks to energy isolating devices (i.e., manually operated electrical circuit breakers, disconnect switches, etc.); and otherwise to disable machines, equipment or processes to prevent unexpected energizing, start-up, or the release of stored electrical, hydraulic, pneumatic, chemical, thermal or other energy. This policy is intended to comply with the Public Employment Risk Reduction Program (PERRP) requirements ([29CFR§1910.147](#)). These requirements, in their entirety, can be found in administrative offices of the departments subject to this policy.

PURPOSE

- A. Lockout/Tagout is used to prevent injury to employees engaged in service or maintenance activities on machines, equipment, or processes, whereby the release of energy might put the employees at serious risk.
- B. Work situations in which unexpected energization or start up can occur include the following: new construction installation or set-up of equipment; and adjustment, inspection, maintenance, repair, and service on machines and equipment.

ASSIGNMENT OF RESPONSIBILITY

- A. City – It is the policy of the City that departmental supervisors implement the Lockout/Tagout Program within their departments of responsibility and that supervisors ensure that employees follow the Lockout/Tagout procedures. Depending on the circumstances, supervisors may institute disciplinary action for employees who fail to follow the appropriate procedures.
- B. Employees – It is the policy of the City that all employees follow the Lockout/Tagout Program as implemented with the assigned departments. Provisions shall be made by the City for training, assessment, and Lockout/Tagout equipment.
- C. Enforcement – Employees who fail to follow the provisions of this policy and the written program related to Lockout/Tagout shall be subject to disciplinary action in accordance with the City Disciplinary Policy

Director of Law Review

Human Resources Director

Mayor



