

LOCKOUT/TAGOUT REQUIREMENTS

RHIC PROJECT

I. LOCKOUT/TAGOUT

- A. Lockout/Tagout procedures shall be used whenever possible when maintenance or construction is performed on equipment that has the potential for energy release.
- B. Lockout/Tagout shall be performed in accordance with RHIC OPM 5.1.5.1 for the following energy control procedures:
 1. Standard Lockout and Tagout.
 2. Removal of Lockout/Tagout by personnel other than the one who applied it.
 3. Transfer of Lockout/Tagout.
- C. All Lockout/Tagout operations shall be logged in one of the books located at the:
 - Magnet Test Control Room in Building 943,
 - Supervisors Office in Building 924,
 - Facilities Manager in Building 1005S,
 - Tech Shop in Building 820,
 - Building 835 Tech Shop,
 - Cryogenic Control Room in Building 1005-1 Room L4, or
 - Building 1006C.
- D. If Lockout/Tagout procedures cannot be used in conjunction with electrical work, then an Energized Work Permit shall be used in accordance with RHIC OPMs 5.1.5.0, 10.1 and 10.2.

II. TRAINING: PROJECT CERTIFICATION

- A. Authorized employees shall be trained on an annual basis.
- B. The Project shall maintain Lockout/Tagout training records and certifications.

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Sun, Feb. 27, 2000 - VALID FOR FIVE (5) WORKING DAYS

- C. The Project shall schedule all persons working in areas where Lockout/Tagout procedures may be used to attend the BNL new employee safety orientation or equivalent Project training. After attending this training, personnel are trained "affected employees."

- D. Authorized Employees
 - 1. The Project shall identify "knowledgeable employees" in the Project. These are persons who have received formal training or documented hands-on experience in safety-related technical aspects of the equipment. They are authorized to individually lock or tag equipment or to participate in "group or operations locks and/or tags" by adding their additional lock, which shall not be the first applied or the last one to be removed.

 - 2. The Project shall identify the following "responsible employees" in the Project. These are persons who have received formal training or documented hands-on experience in safety-related technical aspects of the equipment and have been designated by the appropriate Group Head. They are authorized to manage group or multiple lock and tag activities with their lock or tag the first to be applied and the last to be removed.

 - 3. The Supervisor shall coordinate annual training for authorized employees and whenever there is a change in the following:
 - 1. Job assignments
 - 2. Energized machinery, equipment, or processes that present a new hazard
 - 3. Lockout/Tagout procedures

 - 4. The ES&H Services Division shall provide the required training and provide training records to the Project. Line Supervisor's shall provide supplemental Project specific training.

- E. The Project shall coordinate training to the "knowledgeable employee level" for all supervisors with responsibility for Lockout/Tagout work.

- F. Training records shall be maintained by the Training Coordinator.

III. CONTROL OF DUPLICATE KEYS

Duplicate keys shall be collected by the cognizant First Line Supervisor and kept in the appropriate central lockbox. Magnet Division keys will be held by the Electrical Section Senior Technical Supervisor. All other keys will be kept by the ES&H Coordinator.

Satoshi Ozaki
APPROVED _____
RHIC Project Director

9/15/98
DATE _____