

Appendix 8B

Miscellaneous guidelines and instructions

This appendix contains the following attachments:

- 8.2A Policy for issuing locks and tags
- 8.2B Operational Control

Attachment 8.2A Policy for issuing locks and tags

1. Policy and procedures

This attachment is JSC's policy issuing LO/TO locks, LO/TO tags and operational control tags, which will be called "equipment." Issuing LO/TO equipment will be as follows:

- a. The JSC LO/TO center issuer (LO/TO-CI) issues the equipment. The JSC LO/TO-CI is provided by the Safety and Test Operations Division, mail code NS. The LO/TO-CI will issue equipment to designated contractor safety representatives or their designee (such as a shift supervisor), whose organization conducts LO/TO operations at JSC, Ellington Field, or the Sonny Carter Training Facility.
- b. As a designated contractor safety representative, you must submit the normal request for LO/TO equipment to the LO/TO-CI for the amount of equipment that you expect your organization would normally need to conduct LO/TO operations. Request forms are available from the LO/TO-CI. The LO/TO-CI will process requests during daytime work hours.
- c. The LO/TO-CI will issue equipment to the contractor requestor and maintain a record of the equipment issued. If additional equipment is needed by the contractor after normal work hours (i.e., nights, weekends, or holidays), you—as a contractor safety representative—or your designee (shift supervisor) can get equipment on an emergency basis from the on-duty Fire Protection Specialist (temporary center issuer) at Building 25. If the on-duty Fire Protection Specialist is not available at Building 25, you will find a telephone number (security dispatcher) and instructions on the LO/TO equipment storage locker to contact the Fire Protection Specialist, who will return to the site and issue the equipment.
- d. Ellington Field and Sonny Carter Training Facility will also have an inventory of equipment available during normal work hours. As the designated contractor safety representative, you must maintain the inventory and be responsible for issuing equipment during normal hours for scheduled LO/TO work including work scheduled for non-normal hours. If emergency work or work not previously scheduled requires additional equipment, you or your designee must get additional equipment from the Fire Protection Specialist (temporary center issuer) at JSC.

2. Responsibilities

- a. The *LO/TO-CI* is responsible for:
 - Submitting purchase orders for LO/TO equipment as needed to maintain a working inventory.
 - Issuing LO/TO locks, LO/TO tags, and operational control tags (equipment) during normal work hours and making provisions for issuing LO/TO devices outside of normal working hours and on an emergency basis.
 - Maintaining a record of the equipment issued.

Attachment 8.2A
Policy for issuing locks and tags (cont.)

- Making sure an adequate amount of replacement equipment is available at JSC, Ellington Field, and Sonny Carter Training Facility by contacting the designated safety representatives periodically.
- b. As a *Designated Safety Representative*, you are responsible for:
- Determining the realistic amount of LO/TO equipment that your organization will need.
 - Obtaining the determined amount of equipment from the LO/TO-CI and issuing it as needed to your organization involved in LO/TO operations. Whenever possible, contact the LO/TO-CI in advance to ensure that an adequate supply of equipment will be on hand to meet your request, and request your replacement equipment as needed from the LO/TO-CI.
 - Supporting JSC annual inventories and periodic audits of the JSC LO/TO program as required by JSC implementation of 29 CFR 1910.147.

Attachment 8.2B Operational control

1. JSC's operational control program

This Attachment is JSC's operational control program to safely control configuration or other operations when lockout/tagout is not required. It provides a consistent and uniform policy and minimum requirements for safe operational control of machinery, equipment, or systems to prevent damage from inadvertent activation. The procedure in this Attachment ensures that machines, equipment and or systems are, as a minimum, properly and uniformly tagged out throughout JSC.

If you work within the boundaries of JSC, you must follow this JSC basic operational control program. All employers working at JSC must follow this basic JSC program and use the procedure for attaching Warning, Do Not Operate Tags, to energy-isolating devices. This is to prevent unexpected energization, startup, or release of stored energy to the machinery, equipment, or systems.

Each project, contractor, or organization may take this basic policy and add addendums, as long as the intent of the basic policy is met or exceeded, followed by all employees and strictly enforced.

2. General requirements and enforcement

The following requirements apply to all employees at JSC. If you:

- a. See a piece of equipment that is tagged out, you **must never** attempt to start, energize or use that machine, equipment or system.
- b. Are responsible for configuring equipment, you must follow the procedures listed below when tagging out.
- c. Violate these procedures, you are subject to disciplinary measures by your employer as described in Chapter 3.7, "Disciplinary system," of this Handbook.

3. JSC's basic tagout procedure

You must follow these steps when tagging out equipment for purposes other than maintaining, servicing, or repairing equipment:

- a. Notify "affected employees" who operate or use the machinery, equipment, or system.
- b. Attach tagout tags to the isolation devices for the necessary time. You are also encouraged to use craft or shop locks per your organizations' policy for extra security. However, you must never use a red lockout/tagout lock for operational control.
- c. Isolate an energy source with the isolation device.

Attachment 8.2B
Operational control (cont.)

- d. Remove tagout tags from the isolation devices.
- e. Restore the machinery, equipment, or system to operation.
- f. Notify “affected employees.”

4. Tags

You must only use tagout tags (JSC form 19A, WARNING, DO NOT OPERATE tag) and attach them with nylon cable ties, for operational control.

Tags are essentially **Warning Devices** attached to energy-isolation devices or lockout devices, but provide no physical restraint as would be provided by a lock.

- a. When a tag is attached to an energy-isolation device for operational control purposes, other than maintenance or repair activities (lockout/tagout), no one may remove it without authorization of the person responsible for the tag or authorization from a supervisor. It also must never be bypassed, ignored or otherwise defeated.
- b. The employee who removes the tag must ensure any control records are updated to record the tag removal and restoration of service.
- c. Tag information must be legible and understandable.
- d. You must only use **JSC Form 19A for Operational Control**. Never use JSC Form 19A, WARNING, DO NOT OPERATE, as a DANGER, LOCKOUT TAGOUT, tag.

5. Tag removal

Preferably the employee who applied the tag should be the one to remove the tag, but if not practical, the employee’s supervisor is authorized to assign someone to remove the tag when required. Periodically review tags in the area to ensure they are still needed.

6. Training for operational control

If you are involved in operational control, you must have lockout/tagout training as described in Paragraph 12 of Chapter 8.2 of this Handbook.

8. Periodic audits of JSC’s operational control program

The operational control program will be audited with the lockout/tagout program as described in Paragraph 13 of Chapter 8.2 of this Handbook.