

## LOCKOUT / TAGOUT / BLOCKOUT

### HAVE YOU EVER HEARD OF LOCKOUT/TAGOUT/BLOCKOUT?

Lockout/Tagout/Blockout is a safety procedure used in industrial and machine shop settings to ensure that before maintenance, upkeep or repair is conducted on a machine, hazardous or uncontrolled energy sources are identified, disabled and tested to ensure there is no release of uncontrolled energy during the process.



Uncontrolled energy causing the sudden and unexpected movement of a machine or any part of a machine can kill or injure. Each year hundreds of maintenance workers and machine operators are killed, body parts are crushed, and others lose fingers, hands, arms. Why do these accidents happen?

Some common reasons include:

- *Not thinking through the steps of the energy control before starting work*
- *Not de-energizing, controlling all hazardous energy sources*
- *Failure to lock out or tag out equipment after powering off*
- *Inadequate or no training*
- *Taking shortcuts*

[California Code of Regulations, Title 8, General Industry Safety Orders, Section 3314](#) requires all employers to comply with Lockout/Tagout/Blockout program when cleaning, repairing, servicing, and adjusting prime movers, machinery and equipment. [County Standard Safety Operations Manual Lockout Blockout Program Guidelines](#) states that machinery or equipment capable of movement shall be stopped and the power source de-energized or disengaged. If necessary, movable parts shall be mechanically blocked or locked to prevent inadvertent movement during cleaning, servicing, or adjusting operations unless the machinery or equipment must be capable of movement during this period in order to perform the specific task. If the equipment must be capable of movement, the supervisor shall minimize the hazard of movement by providing and requiring the use of extension tools (e.g., extended swabs, brushes, scrapers) or other methods or means to protect employees from injury due to such movement.

<h2>OSHA'S TOP 10 Frequently Cited Standards</h2>	1. Fall Protection	6. Ladders
	2. Hazard Communications	7. Powered Industrial Trucks
	3. Scaffolding	8. Fall Protection
	4. Respiratory Protection	9. Machinery and Machine Guarding
	5. Control of Hazardous Energy	10. Eye and Face Protection

# LOCKOUT / TAGOUT / BLOCKOUT

## Safety Newsletter



So what are the basic steps of the  
Lockout/ Tagout/ Blockout procedure?



**1.** Verbally notify all affected employees about the shutdown. This could include machinery, equipment operators or customers.

**2.** Properly shut down equipment/ machines/systems to be worked on. Authorized/trained employees must know all hazardous energy sources for each machine or system assigned to work on or around. These include main and secondary electrical power supplies and potential or stored energy (such as capacitors, springs, elevated machine/ parts, rotating flywheels, hydraulic systems, and air, gas, steam or water lines).



**3.** Apply locks and/or tags to electrical disconnects/circuits so that power can't restart the machine. It is important to remember that just turning off a switch is not the same as lockout because there is still energy in the switch. If there is a short at the switch or the machine is accidentally turned on, it will energize and cause it to run.

Do you know where your Lockout Station is? Is it missing items needed to safely power down equipment?

Go Take A Look!



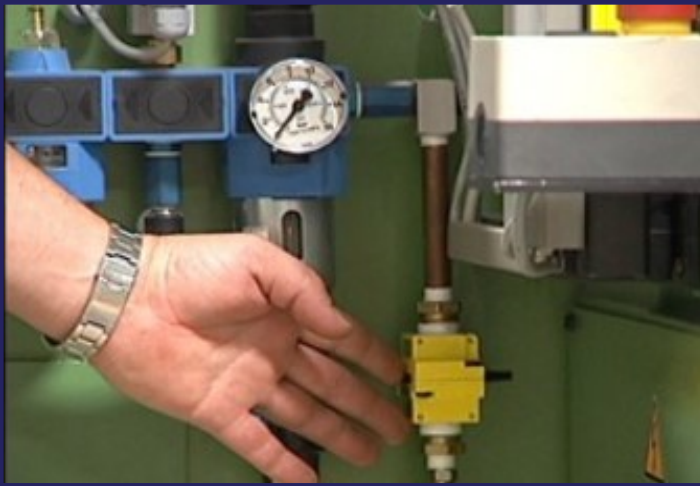
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**4.** Relieve/release any stored energy and blockout hydraulic or gravitational energy. Remember that many types of hazardous energy sources such as springs, or air, oil, steam or water pressure can cause sudden and unexpected movement of machines and hurt or kill. To work safely, all hazardous energy sources must be controlled so that no machine or machine part can move.



**5.** Test to see the machine is properly locked out (de-energized) by pushing the start button or operate the controls.



**6.** After the work is completed, notify all affected employees about the removal of locks and impending restart.

Maintenance workers must know and apply lockout/ tagout/ blockout procedures every time to ensure their safety.


Visit the following websites for more information:  
OSHA Safety and Health Topics  
<https://www.osha.gov/SLTC/controlhazardousenergy/index.html>  
Interactive Tutorial Q/A  
<https://www.osha.gov/dts/osta/lototraining/tutorial/tu-overvw.html>



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## Safety Newsletter

Here's a sample of a Lockout/Tagout/Blockout safety procedure used by the Purchasing and Fleet Services Department at a Fleet Services carwash.

 <p>PURCHASING &amp; FLEET SERVICES SAFETY PROCEDURE</p>	
SUBJECT: CAR WASH LOCKOUT PROCEDURE	Effective October 2013
APPROVED BY: _____ TITLE: _____	Revised _____

**PURPOSE:**  
To prevent injury to personnel when servicing Fleet car wash components.

**POLICY:**  
The following lockout procedure will be followed to ensure that car wash components are properly identified, de-energized and locked out preventing unexpected energization, start-up or release of stored energy.

**SHUTDOWN PROCEDURE**


1. Notify affected employees of shut down.
2. Identify energy power source(s) to car wash system components.
3. Locate and turn manual power controls, or disconnect switches to the off position.
4. Place lockout hasp onto power controls or disconnect switches to be locked out.
5. Place authorized employee locks with tag onto hasp.
6. Turn manual controls to on position to test and release any stored energy.
7. If de-energized, work may start. If not de-energized, repeat steps 2 through 6.

**STARTUP PROCEDURE**

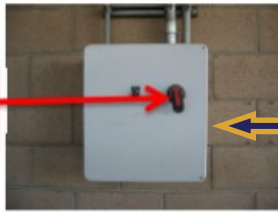
1. Notify affected employees of startup.
2. Ensure equipment guards are in place and area is ready for service.
3. Remove individual locks and hasps.
4. Turn manual power controls or disconnect switches to on position.

**ENERGY SOURCE:** Electrical

**LOCKOUT POINTS:** Manual Control Panels:  
Brushes at Cabazon  
Blower at Rubidoux




Lockout Here




**LOCKOUT EQUIPMENT:**


Hasp



Lock



Tag



**TRAINING:** <http://www.dir.ca.gov/dosh/etools/08-003/training.htm>

*Purpose: Identify why the procedure is needed and what it applies to*

*Policy: Explain what is to be done and when employees are required to follow the procedure. Include step by step directions, and identify any specific issues that will be encountered.*

*Energy Source: Identify the energy source(s) which will be encountered while performing the procedure.*

*Include photos and/or diagrams of the equipment to be serviced and locations of lockout/tagout/blockout points*

*If possible, show the Instruments that are required to complete the procedure and where they are located.*

*Insert information on available training for the procedure and document all training completed by employees assigned to complete the procedure*



## Managing Fatigue in the Workplace

By The National Safety Council ([View Article Here](#))



Fatigue is a fact of life in our always-on, 24/7 world. The pressure of work hours, family obligations and community participation puts stress on

employees. People often think the simplest way to carve out more time for life's responsibilities is to cut back on sleep. However, sleep deficit has a profound impact on people's ability to work safely and productively on the job, and to enjoy life in off-the-job hours.

Even in ideal circumstances, fatigue will be an issue for some portion of every organization's workforce. This report defines fatigue and discusses its effects on the workplace, subsequently making recommendations for the implementation of a fatigue risk management system (FRMS). These systems include:

- Education and Training
- Policies and Practices
- Shared Responsibility
- Fatigue Mitigation
- Data-driven Programs & Continuous Improvement

### ***Education and Training***

Education and training raise awareness of risks, create motivation to prioritize rest, and provide information on how to manage fatigue and get proper rest.

Sleep health education is a critical element of any fatigue management effort. Different delivery mechanisms can be considered and may be used over time as the program matures as a way to help keep information fresh. Depending on available resources, external expertise can be beneficial. In a public safety setting, expert-led sleep health training resulted in knowledge acquisition and subsequent actions to address sleep issues. Sleep health education should be considered as part of annual, recurrent or new-hire training.

<b>Fundamentals of sleep</b>	<ul style="list-style-type: none"> <li>• Physiological need for sleep</li> <li>• Different stages of sleep, light and deep</li> <li>• Sleep disorders</li> <li>• Factors that affect sleep including alcohol, age, environmental and other health conditions</li> </ul>
<b>Circadian rhythms</b>	<ul style="list-style-type: none"> <li>• Circadian clock programs us for nighttime sleep and daytime wakefulness</li> <li>• Daily periods of increased wakefulness and sleepiness</li> <li>• The powerful influence light has on the clock</li> <li>• A variety of daily functions are dictated by the clock, including digestion</li> <li>• Early bird/night owl individual variations</li> </ul>
<b>Effects of fatigue</b>	<ul style="list-style-type: none"> <li>• Sleep loss and fatigue affect all aspects of human functioning, both physically and mentally</li> <li>• Impaired cognitive function is of special concern for those in safety-sensitive positions</li> <li>• Fatigue degrades decision-making, worsens memory and slows reaction times</li> </ul>
<b>Individual differences</b>	<ul style="list-style-type: none"> <li>• The typical adult needs seven to nine hours of sleep on a daily basis</li> <li>• Some people are more vulnerable to sleep loss than others, and will be at increased risk when they haven't met their sleep need over time<sup>2</sup></li> <li>• Circadian rhythms may vary with some people being more alert, or more sleepy, at different times of day</li> </ul>
<b>Strategies for better sleep</b>	<ul style="list-style-type: none"> <li>• Keep a regular bedtime</li> <li>• Limit caffeine, alcohol and nicotine close to bedtime</li> <li>• Limit technology use close to bedtime: cell phones, computers, TVs and any bright screens</li> <li>• Practice relaxation techniques and a regular pre-sleep routine</li> </ul>



Did you know that, as part of your benefits package, you and your family have access to mental health professionals via County of Riverside Employee Assistance Services (EAS)? EAS is free of charge and you're eligible for up to 6 sessions per family per year. Need to talk to someone about work or family issues? Call EAS today!

Riverside Office: (951) 778-3970 Desert Office: (760) 328-6863

**24 HOUR CRISIS HOTLINE: (951) 686-4357**

# NEW SAFETY FORMS

## FORM 944: Confidential Incident/Accident Report For Use At County Sponsored Special Events

Throughout the year, County departments hold sponsored special events at County facilities and out in the community. When these events occur the County takes steps to ensure those in attendance leave the same way they arrived, but even in the safest of environments...accidents happen. To document incidents and accidents at these sponsored special events, the Risk Management Division of County HR and the Safety Division have designed a new form to notify Safety and Risk Management professionals of potential liability to the County.

### SPECIAL EVENT

A "Special Event" is defined as any event at a County facility which is not part of normal operations. Some examples are Community Health Fairs, Job Fairs, Special Pet Adoption Fairs, ect.

### SPONSORED EVENT

A "Sponsored Event" is an event, whether on or off County Property, where the County has entered into an agreement to partially or fully fund the activities and/or lends it's name.

### WHEN TO USE THE FORM

Whenever an accident occurs at a Special or Sponsored Event, or to inform Risk Management and Safety of an incident that could bring potential liability to the County, you must complete this form and immediately email it to the Safety Division. The Safety Division email address is [safetydivision@rivco.org](mailto:safetydivision@rivco.org). Form 944 can be found by going to the Safety Division website at <http://safety.rc-hr.com/> then click the Safety Center button on the top right side. Click Printable Forms and then "No. 944 Special Event Incident/Accident Report."

Clear Form
This Form Is Not To Be Used To Report Employee Injuries

County of Riverside Confidential  
Incident/Accident Report  
(For Use at County Sponsored Special Events ONLY)

SUBMIT FORM TO:  
County of Riverside H.R. Safety Division  
3403 10th Street • Riverside, CA 92501 Mail Stop 2170  
Ph: 951.955.3520 FAX 951.955.9200  
[safetydivision@rivco.org](mailto:safetydivision@rivco.org)

EMAIL

Photos Are Required and Should be Submitted with Report

NOTE (1): DO NOT USE THIS REPORT IF THE INJURED PERSON IS A COUNTY OF RIVERSIDE EMPLOYEE.  
NOTE (2): The employee either witnessing the accident or supervising at the time, should complete and submit this form within 24 hours.

DATE OF REPORT	NAME OF INJURED (LAST, FIRST, M.I.)		AGE	PH NUMBER OF INJURED PERSON
IS INJURED PERSON A MINOR? <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME OF PARENT OR LEGAL GUARDIAN			
ADDRESS OF PERSON INJURED (NUMBER, STREET, APT#, CITY, STATE, ZIP CODE)				
WHERE DID ACCIDENT/INCIDENT OCCUR? (Be specific, e.g. front steps, lobby, parking lot, etc.)			DATE	TIME
DESCRIBE HOW ACCIDENT/INCIDENT OCCURRED (USE FACTS ONLY, EXCLUDE OPINIONS AND/OR ASSUMPTIONS). IF NECESSARY, USE ADDITIONAL SHEET(S).				
NAME OF WITNESS(ES)		ADDRESS	TELEPHONE NO.	
EVENT LOCATION (Example: DATE FESTIVAL)				
ADDRESS (NUMBER, STREET, CITY, ZIP CODE)				
APPEARANT NATURE OF INJURY (PLEASE CHECK)				
<input type="checkbox"/> Abrasion <input type="checkbox"/> Fracture <input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Contusion <input type="checkbox"/> Dislocation <input type="checkbox"/> Cut <input type="checkbox"/> Other (please explain below)				
FIRST AID PROCEDURES USED (IF ANY) and/or AED?		NAME OF PERSON WHO ADMINISTERED FIRST AID (IF KNOWN)		
DISPOSITION OF INJURED AFTER INCIDENT/ACCIDENT (IF KNOWN)		WHO WAS NOTIFIED		RELATIONSHIP TO INJURED (IF KNOWN)
<input type="checkbox"/> Home <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital				
IF INJURED PERSON LEFT PREMISES, TO WHOM RELEASED			PHONE NUMBER (IF KNOWN)	
How soon after incident was the location/area inspected?				
Dry? <input type="checkbox"/> YES <input type="checkbox"/> NO    Any puddles? <input type="checkbox"/> YES <input type="checkbox"/> NO    Describe lighting				
Describe location or condition				
Does injured person wear glasses (if known)? <input type="checkbox"/> YES <input type="checkbox"/> NO    Type and condition of shoes (if known)? <input type="checkbox"/> OLD <input type="checkbox"/> NEW    Where were you when the incident occurred?				
Did you see the incident? <input type="checkbox"/> YES <input type="checkbox"/> NO    If so, describe:				
Injured person's comments (if any) and attitude (if applicable)?				
PRINTED NAME AND TITLE OF PERSON COMPLETING REPORT:		TELEPHONE NUMBER OF PERSON:	EMAIL ADDRESS:	
BUSINESS ADDRESS:		WAS PERSON AN EYE WITNESS		<input type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF PERSON COMPLETING REPORT:			DATE SIGNED:	

Form 944
Pg 1 of 1 Created Date: February 2019

# MEET THE SAFETY DIVISION

*Safety Newsletter*



Left to Right: Steve Hickam, Matt Jones, Dr. James Jackson, Julio Ibarra, Jamie Lee, Araceli Alvarado, Sharon Lheureux, Sam Love, Dr. Ben Andrew, Wendy Nelson, Mike Persaud, Humberto Huerta, Darrell Richardson, Nichole Walker, Brian Teig, Ryan Schalkle (Not pictured: Danny Leyva)



**We here at the Safety Division have one mission— YOU!**

## Mission

The Human Resources Safety Division is committed to promoting the health and safety of Riverside County employees, and visitors through appropriate and effective consultation, training, support, and guidance on health and safety matters. The Division partners with all County departments to promote a hazard free working environment.

The Safety Division assists in administering the safety and loss prevention program to protect county employees, those who visit county facilities or receive county services. It also provides safety policy development, audits, support services, as well as internal training.

*Contact us anytime at:*

**3403 10th Street, Suite 501, Riverside, CA 92501 — County Mail Stop: 2170**

**Ph: (951) 955-3520 Fax: (951) 955-9200**

**E: [safetydivision@rivco.org](mailto:safetydivision@rivco.org) W: <http://safety.rc-hr.com/>**