



Shonto Governing Board of Education, Inc.

Policy Statement

SUBJECT: LOCKOUT/TAGOUT
POLICY NUMBER: EBB
DATE OF ORIGINAL POLICY: 2/4/2004

EFFECTIVE DATE: 6/20/17
DATE OF NEXT REVIEW: 6/2020
DATED: 06/20/2017

I. INTRODUCTION:

The lockout/tagout is a mandatory requirement in accordance with (29 CFR 1910.147 & 1910.331 through 1910.335). Operations staff, all other district personnel, and students who operate electrical equipment need to be trained in order to help prevent accidents and minimize the risk of personal injury associated with those incidents.

Therefore the Governing Board establishes the following policy:

II. POLICY STATEMENT:

It is the policy of the Shonto Governing Board of Education, Inc., as part of its commitment to a safe working environment, that in addition to this policy there shall be guidelines and procedures to adhere to the OSHA requirements of 29 CFR 1910.147 and 1910.331 through 1910.335 regarding lockout/tagout.

III. EXCEPTIONS TO POLICY:

None.

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

A. QUALIFIED RECIPIENTS

1. This policy applies to all employees and external contractors of maintenance services functions, are employed by, or operate on the campus of Shonto Preparatory School District, that have received the training specified by 29 CFR 1910.147 (c) (7) and paragraph 20.2 of the Lockout/Tagout Procedures.
2. Potential energy sources that must be considered and addressed within the scope of this policy are:

- | | | |
|----------------------|--------------------------|-----------------------|
| a. Electrical | e. Bottled Gas | i. Mechanical |
| b. Compressed Gas | f. Fuel Oil | j. Sewer-lift Station |
| c. Hydraulic Systems | g. Gravity | k. Water Well-house |
| d. LP Gas | h. Stored Spring Tension | |

B. LOCKOUT/TAGOUT PROCEDURE AND GUIDELINES:

The lockout/tagout procedures and guidelines are an integral part of this policy. This document addresses management responsibilities, removal of locks/tags, emergency safety lock removal and outside contract services.



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C. DISCIPLINARY ACTIONS:

Any Shonto Preparatory School employee who knowingly violates the procedures prescribed in this program is subject to disciplinary action. Appropriate supervisory personnel will take disciplinary action. Disciplinary action, depending upon the gravity of the violation (s), may include termination of employment from the School. Suggested supervisory actions in sequence are as follows:

1st Offense: Oral reminder to the employee of the violation.

2nd Offense: Written reprimand by supervisory personnel, acknowledged by employee via signature, and dated.

3rd Offense: Written reprimand by supervisory personnel & acknowledged by employee via signature and dated. Review by the Director Support Services. Possible suspension of employee for 1 to 3 days depending on seriousness of violation.

4th Offense: Written reprimand by supervisory personnel & acknowledged by employee via signature and dated. Review by the Director of Support Services. Possible suspension of the employee for up to one week. Retraining refresher of Lockout/Tagout procedures are recommended.

5th Offense: Termination
Violations will be reported to the Safety Representative from Facilities Maintenance and will be maintained in a log book for review by the Director of Support Services, Safety Personnel, and OSHA personnel in the event of Inspection.

V. DELEGATION OF AUTHORITY:

A. The Superintendent is directly responsible for enforcing and communicating this policy.

B. The Director of Support Services will monitor the execution of this policy.

VI. REPORTS:

Violation needs to be reported

VII. FORMS:

Annual training records

VIII. EXPIRATION DATE:



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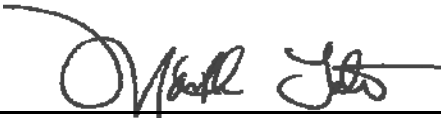
This policy will be revised as needed to comply with the Navajo Nation, State, and Federal Laws. This policy shall not expire.

VIII. SIGNATURE BLOCK:

Submitted by: Lemual B. Adson
Superintendent

Date: 12/6/13

Approved: June 20, 2017

Established: 

Martha Tate, President,
Shonto Governing Board of Education, Inc.