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Introduction

This policy applies to all UAA employees. The lockout and tagout portion of this policy applies to those employees and contractors whose tasks include work with hazardous energy. This policy will establish when the lockout or tagout of specific energy isolating devices is required. UAA employees at all UAA facilities should not perform tasks requiring extensive logout/tagout procedures and should hire contractors for this work.

*Authority and
Responsibilities
("A&R")*

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A&R - Employees Employees are responsible for the safety of their own actions and for monitoring the safety of operations around them. Employee responsibilities include, but are not limited to:

- Taking training seriously and paying attention;
- Understanding the risks and hazards surrounding electrical equipment;
- Following company policies surrounding electrical hazards in the workplace;
- Promptly reporting any accidents, unsafe conditions, or unsafe acts to their Supervisor or Manager;
- Using all required PPE properly;
- Performing only work in which they have been trained; and
- Knowing the location of safety and emergency equipment and how to operate it.

Electrical Safety and Lockout Tagout ("ESLT") - Definitions

- Electrical Hazard** - Electrical energy with the potential to create a workplace injury.
- Lockout/Tagout** - A safety procedure that ensures dangerous machines are shut off and unable to start up again prior to the completion of maintenance or servicing work.

ESLT - General Requirements

- Always use caution when working near electricity.
- Do not operate electrical equipment while standing in water.
- Do not repair electrical cords or equipment.
- Have a qualified electrician inspect electrical equipment that has gotten wet before energizing it.
- Inspect all electric cords and equipment to ensure that they are in good condition and free from defects.
- If working in damp locations, use a ground-fault circuit interrupter (GFCI).
- Do not block the entrance to electrical/mechanical rooms.
- Do not store merchandise or other items in the electrical/mechanical rooms.
- Do not use multiple power cords linked in series.

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Understand the risks specific to their work practices; and
Understand safety-related work practices and procedural requirements
to perform the work safely.

ESLT - Documentation The following documentation must be maintained by each store or
warehousing facility:

Training Records; and
Lockout/Tagout Program (If applicable).

ESLT - Resources For more information, please the following resources:

AKOSH Regulation - 29 CFR 1910.331 through .335 - Electrical
Safety-Related Work Practice.
AKOSH Regulation - 29 CFR 1910.147 - The Control of Hazardous
Energy (Lockout/Tagout).
National Fire Protection Association - 70E: Standard for Electrical
Safety in the Workplace, 2015.