

# H. R. LABOUNTY SAFETY AWARD PROGRAM

## NOMINATION FORM



**Agency:** \_\_\_\_\_

**Employee Nominated:**

**Name:** \_\_\_\_\_

**Job Classification:** \_\_\_\_\_

**Reason for Nomination:**

**Nominated by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**General Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please email this form with supporting documents and digital photos to [tlofin@acwajpia.com](mailto:tlofin@acwajpia.com) or mail to:

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P.O. Box 619082  
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El Dorado Irrigation District

# LOCKOUT/ TAGOUT PERMIT

Attachment C  
Revision 6.1 – 02.22.2016

1. PREPARE an Energy Control Procedure (ECP) prior to beginning work and attach to this permit
2. NOTIFY Affected Employees of the effects of LOTO work about to commence
3. POST open permits at the job site while performing work
4. FILE all open permits daily in the primary facility LOTO binder in the 'OPEN' section
5. UPDATE or ENTER the ECP in LockoutPro
6. SUBMIT closed permits to the supervisor for audit/review
7. COORDINATE and DOCUMENT review with contractors who are cleared to follow their LOTO program

Task Initiator: John Piper Contractor(s)  Yes, attach review documentation

Location: Folsom Raw Water Pump Station

Procedure Title: Submersible Pump #101

Scope of Work: Remove pump for repair

### AUTHORIZATION LOG (INDIVIDUALS WITH PADLOCKS, TAGS, AND EXPOSED TO HAZARDOUS ENERGY)

Installed		Authorized Individual(s) Performing Work or Exposed	Contact No.	Removed		Initials
Date	Time			Date	Time	
2/18/16	0837	1. John Piper	580-642-4000	2/19/16	2:40 AM	JP
2/19/16	1130 hrs.	2. Frank Graham	916-591-6534	2/23/16	10:45 AM	FG
		3.				
		4.				
		5.				
		6.				

### LOTO PROCEDURE (USE AND REVERSE SIDE IF LOCKOUTPRO OR FIELD FORM IS NOT USED)

Step #	Group Box Lock #	Location
		*see attached lockout procedure*
		- Entered open permit in SharePoint LOTO log. -

#### Lockout Removal Process

1. Confirm all tools and equipment is removed.
2. Confirm all employees are safely located.
3. Verify controls are in neutral or off position.

#### Re-Energize Authorization

Yes - Initials

A. All work has been completed. Equipment has been inspected and is ready to be place into service.

Yes FG

B. Notified Affected Employees that servicing is complete. Complete LOTO Permit and file in LOTO Binder located at primary facility.

Yes - FG

Management acceptance:  YES  Discrepancies identified  Entered/updated ECP in LockoutPro

Initials: DM Date: 2/23/16



# Lockout-Tagout Procedure






El Dorado Irrigation District

EDHRWPS Created: 6/14/2011 Revised: 6/14/2011	Facility: EDHRWPS Equipment Description: Submersible PUMP # 101	Location: FOLSOM INTAKE
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## 2 Lockout Steps

### Lockout Application Process

1. Complete LOTO Permit. 2. Notify affected employees. 3. Follow the steps below to properly shut down the equipment/process. 4. Isolate all energy sources. 5. Apply lockout devices, locks, & tags. 6. Verify that residual energy is released at all sources. 7. Verify the LOTO process using the checklist on the back of the LOTO Permit.

Lockout Steps		
Step #	Action	Info
1 	Note CALL EDHWTP AND INFORM OPERATIONS STAFF THAT YOU NEED TO SHUT AND WORK ON PUMP	ONCE PUMP HAS RAMP DOWN YOU MAY START WITH LOCK OUT TAG
2 	Electrical TURN HOA SWITCH OFF THEN STANDING TO THE SIDE OF MAIN BREAKER TURN IT OFF	INSTALL PROPER LOCKS AND TAGS THEN TEST BY TURNING HOA SWITCH TO THE RUN POSITION TO BE SURE PUMP WILL NOT START
3 	Water CLOSE DOWN STREAM ISOLATION VALVE	ONCE VALVE ARE CLOSED ADD LOCKS AND TAGS

### Lockout Removal Process

1. Ensure all tools and items have been removed. 2. Confirm that all employees are safely located. 3. Verify that controls are in neutral. 5. Remove all lockout devices and reenergize equipment. 6. When turning power back on, always stand to one side of the power source for arc flash protection. 7. Notify affected employees that servicing is completed. 8. Complete the LOTO permit and file it in the LOTO binder located at the primary facility.



Site Actions Browse List Tools Items List Kilburg, Ronald

Standard View Datasheet View New Row Show Task Pane Show Totals Refresh Data Create View Navigate Up Modify View Current View: Open LOTO Per Current Page E-mail a Link Alert Me RSS Feed Sync to SharePoint Workspace Connect to Outlook Export to Excel Create Visio Diagram Open with Access Form Web Parts Edit List List Settings List Permissions Workflow Settings Customize Form New Quick Step

Libraries	Date Opened	Created By	Location	Equipment	Date closed	Modified By
One Note	10/5/2016 6:00 AM	Odzakovic, Radenko	EDHRWPS	156 test equipment		Odzakovic, Radenko

Sites: EDHWTP, Res A

Documents & Records: Scada Documents, Record Center, Document Center, Drinking water Files