

**Attachment “B”**

CONSULATE GENERAL OF THE  
UNITED STATES OF AMERICA  
Giessener Strasse 30  
60435 Frankfurt am Main

**DATE:** August 4, 2014

**TO:** All Consulate Staff

**FROM:** MGT/FAC (Facility Management)

**SUBJECT:** Electrical Safework Practices – Post Lockout/Tagout Policy

**Reference:** 15 FAM 965; 15 FAM 968  
OSHA 29 CFR 1910.331-335  
2009 NFPA 70E, *Standard for Electrical Safety in the Workplace*

**Background**

Posts worldwide are required to implement an electrical safety program to protect Consulate employees, visitors, and contractors from injury, and to protect U.S. Government equipment and property from damage when servicing and repair work is being performed on equipment. The fundamental premise of the electrical safety program is to require that all work be accomplished when equipment and circuits are in a “de-energized” state. The unexpected energizing of, start up, or release of stored energy from devices (such as springs, hydraulic systems, or air, gas, steam, electrical, chemical or water pressure) has the potential to cause serious injuries or death to employees and damage to the facility. All such devices must be constrained from unexpected release (locked out) and must be tagged with appropriate warnings (tagged out). If equipment cannot be de-energized, Posts are required to utilize an energized work permit program to ensure all necessary safety procedures are implemented notification, review, and approval by appropriate American supervisors, use of special work safe practices and written procedures, use of appropriate personal protective equipment, specialized training, and other considerations appropriate for the work being performed.

Post management supports the need to de-energize and lock out any circuit or equipment in C.G. Frankfurt and its related property.

**General Lockout-Tagout (LOTO) Requirements:**

- This LOTO policy applies to all Post Agencies, their employees, contractors, subcontractors and other related parties.

- Post requires work in a “de-energized” state. This applies to voltages over 50 Volts. This includes work being performed in or on the Consulate compound, any buildings associated with United States Government operations, and all residences.
- The Post Occupational Safety and Health Officer (OSHO) –the Facilities Manager – has implemented a LOTO program. This include specific written electrical and energy control procedures for equipment, employee training, and periodic inspections to ensure that machines and equipment are isolated from all energy sources and verified inoperative before any employee performs servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury.
- The OSHO has designated one or more Authorized Employees who, through training and experience, are capable of implementing the proper LOTO procedures.
- Each Authorized Employee will be provided with, and required to use, locks and tags for their sole use.
- Work on energized equipment or circuits are prohibited except in very limited circumstances. Work on energized equipment, beyond simple voltage verification, requires prior written approval from the OSHO with a proper Energized Work Permit (EWP).
- Employees that fail to follow this policy are subject to disciplinary action. Contractors that fail to follow this policy are subject to discipline including immediate cessation of work and removal from the site.
- Proper Personal Protective Equipment (PPE) for these activities must be used at all times.
- It is the responsibility of supervisors of each section to inform their employees of the post LOTO/De-energizing work policy and ensure that their employees, contractors, subcontractors and related parties abide by these requirements.

### **Responsibilities:**

#### **POST MANAGEMENT**

1. Supports the LOTO program and the need to work on equipment in a de-energized state, including scheduling any necessary shutdowns or outages of equipment or electrical circuits.
  2. Supports the administration of disciplinary action when necessary and appropriate.
  3. Expects all sections to participate in the LOTO program by permitting de-energization and use of PPE by Mission staff.
-

**Facility Management/POSHO**

1. Assist with the development of LOTO procedures for equipment, machines and processes as it becomes necessary and as presented.
2. Must supply all required equipment (personal protective equipment (PPE), locks, tags, chains, when LOTO procedures are required. Sections with employees or contractors are responsible for funding purchases or providing, for section specific machinery.
3. Must ensure that all authorized and affected employees are trained initially prior to performing any work, when there is a change in the LOTO procedures, when new machines, equipment or processes are introduced or existing machines, equipment or processes are modified, as needed when circumstances or the periodic inspections indicate additional training is required and annual refresher training.
4. Must maintain all records, e.g. periodic inspections documentation, specific LOTO procedures and training records.
5. Must ensure that all requirements of the LOTO Program are followed and that employees and contractors comply with the LOTO Program. Must ensure that violations of the LOTO Program are documented and disciplinary actions are administered progressively by the Human Resources Office/Contracting Officer.
6. Must maintain a copy of the LOTO Program for employees to periodically review.
7. Must ensure that newly installed machines, equipment, or processes, and or machines or equipment that have recently undergone major repairs, renovations or modifications are designed to accept lockout devices.
8. Shall periodically (at least annually) review the LOTO program to evaluate its effectiveness.

**SUPERVISORS (including applicable section heads and supervisors)**

1. Must ensure that the Post LOTO policy is complied with and implemented.
  2. Must ensure that all required safety equipment is available and used properly, and that employees are utilizing the proper PPE at all times. Must require contractors to do the same.
  3. Must be an Authorized Employee and receive LOTO training.
  4. Must conduct periodic inspections to ensure LOTO procedures are being properly implemented.
  5. Must cooperate and assist with investigation, in which an employee was utilizing Lockout-Tagout procedures or failed to use LOTO procedures.
  6. Inform POSHO /FM of equipment they believe shall be part of the LOTO program and assist with developing procedure on the machine/equipment before performing work.
  7. Inform POSHO/APOSHO of all mishaps or near mishaps
-