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CONTROL OF HAZARDOUS ENERGY PROGRAM

Purpose

This program establishes the minimum procedures for the lockout and tagout of energy control devices during the maintenance or servicing of machines and equipment.

It is the intent of this program to use lockout as the preferred method of isolating machines and equipment from their energy sources. However, where the energy isolating device is not capable of being locked out, then tagout procedures will be used.

The purpose of this program is to prevent injuries arising out of the unexpected start-up of machines and equipment during servicing or maintenance activities.

All employees are required to follow the minimum procedures outlined in this program. Any deviations from this program must be immediately brought to the attention of <Title>.

Scope

<Company Name> "Control of Hazardous Energy" Program establishes minimal:

1. Energy control procedures
2. Employee training requirements
3. Periodic inspection procedures and requirements
4. Requirement for outside contractors

This program does not apply to electric equipment for which the electrical energy can be isolated and controlled by unplugging the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.

Energy Control Procedures

Only the following persons have been authorized to implement these lockout/tagout procedures and to service or maintain our machines and equipment.

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Authorized Employees

1. Job Superintendents
2. Plant Operators
3. Foremen
4. Equipment Operators
5. Mechanics
6. Safety Director

No other employee will be permitted to service or maintain our equipment and machinery, unless this program is so amended to reflect the addition of other authorized employees.

All employees whose job requires him or her to operate/use a machine or piece of equipment on which servicing or maintenance activities are being performed under lockout/tagout; or whose job requires him or her to be in an area in which lockout/tagout is being used, are considered affected employees.

Preparation for Lockout/Tagout

1. All affected employees must be notified by the authorized employee prior to the application or removal of any lockout or tagout device.
2. Before the authorized employee implements the lockout procedure, he or she must have identified all sources of potentially hazardous energy (electrical, hydraulic, compressed air, natural gas, etc.), its magnitude, and how and where the sources of energy can be controlled and isolated. This information along with the names of both the authorized and affected employees must be completed on the machine specific procedural form (see attachment #1) for each implementation of machine/equipment lockout.
3. If the piece of equipment or machinery is operating, shut it down using the normal stopping procedures.
4. Operate the proper switch, valve or other energy isolating device(s) in order to isolate the specific machine or equipment from its energy source(s).
Stored energy (springs, hydraulic pressure, water pressure, steam, flywheels, etc.) if any, must be dissipated or restrained by blocking, bleeding down, or by other appropriate means.
5. A lockout or tagout device should be applied to each energy isolating device. Application of the lockout/tagout device is to be done by authorized employees only. The lockout/tagout device should also readily identify the authorized employee who had applied it and the time and date it was locked out or tagged out. Once the lockout device has been applied, be certain the key is removed from it by the authorized employee and kept in his or her possession only.

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6. Where more than one authorized employee must work on a machine or piece of equipment, each person must apply their own lockout/tagout device to the energy isolation device. The key for each lock must only be in the possession of the employee applying the lockout device.
7. Additionally, all stored energy must be dissipated, restrained, disconnected, or otherwise safeguarded against.
8. After assuring no one is exposed and prior to starting work on lockedout/taggedout equipment or machines, the authorized employee must verify that de-energization and isolation of the machine or equipment has been accomplished.

Restoring Machines and Equipment to Normal Operation

1. Before removing the lockout/tagout device and energy is restored, the authorized employee must inspect the area to be certain that:
 - Nonessential items (tools, unused parts, rags, etc.) have been removed and the machine/equipment components (including guards) are properly reinstalled.
 - All persons are positioned safely away from the machine or equipment and are not exposed.
2. After removing the lockout/tagout device, but before starting up the machine, all affected employees must be notified the lockout/tagout devices are about to be removed.
3. Remove the lockout/tagout devices.
Each lockout/tagout device is to be removed only by the authorized employee that had applied it.
4. Restoration of the energy should be done by following the normal operating instructions/procedures for that particular machine or equipment.

Tagout Procedure

When de-energizing cannot be accompanied by lockout, a tagout procedure may be utilized (lighting circuit breakers, e.g.). Tags are essentially warning devices affixed to energy isolating devices, but do not provide the physical restraint on those devices that is provided by a lock.

When tags are used instead of locks, the following must be complied with:

1. Tags cannot be removed without authorization of the authorized person responsible for it, and are never to be bypassed, ignored, or otherwise defeated.

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2. Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
3. Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
4. Tags must be securely attached to energy-isolating devices so that they cannot be inadvertently or accidentally detached during use.
5. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

Group Lockout

In the preceding steps, if more than one person is required to lockout or tagout equipment, each shall place his/her own personal lockout/tagout device on the energy isolating device. When an energy isolating device cannot accept multiple locks or tags, then a multiple lockout/tagout device may be used. Each employee will then use his/her own lock/tag on the multiple lockout/tagout device.

As each authorized employee no longer needs to maintain his or her lockout/tagout protection, then that person must follow the procedures for restoring machines/equipment to normal operations.

Change of Shifts/Extended Shutdowns

1. When work involving lockout/tagout extends beyond an individual's shift, an individual going off shift shall not remove their lock and tag unless the individual coming on shift has placed a lock and tag on the energy isolating device(s).
2. When equipment is to be taken out of service for an extended period of time, and authorized group leader may place a lock and tag on the energy isolating device(s).

Note: Work on the affected equipment and machinery may not resume until the employee(s) working on the equipment have secured their lock and tag to the energy isolating device(s).

Emergency Lockout/Tagout Removal

1. Emergency lockout/tagout removal shall only be implemented when verification has been made by the supervisor responsible for the work that the authorized employee whose lock(s) and tag(s) are secured to the energy isolating devices(s) is off the plant premises, the work has been completed and the equipment and machinery has been determined clear and ready for safe operation.

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2. The supervisor shall ensure the authorized employee has been notified of the removal of his/her lock(s) and tag(s) prior to the employee returning to work.

Periodic Inspections

At least annually an inspection will be completed to ensure the procedures and policies contained in this program are followed.

This inspection will be completed by an authorized employee other than those utilizing the energy control procedure being inspected and will be documented using attachment #2.

Training

1. Each authorized employee will be trained in the recognition and magnitude of the hazardous energy sources applicable to our operations, and the methods for the control and isolation of these energy sources.
2. Each affected employee will also be trained in the purpose and use of this energy control program/procedure.
3. Retraining of both authorized and affected employees will take place whenever there is a change in their job assignments, a change in machines, equipment or processes that may present a new hazard. Retraining will also occur whenever there is a change in the energy control procedures.
4. Retraining of authorized employees and affected employees also will occur whenever the periodic inspections reveal there are deviations or other inadequacies in the employee's knowledge or application of the procedures set forth in this program.
5. Employees will also be trained in the limitations of tags.

Contractor Personnel

Whenever outside contractor personnel are engaged in activities that require the use of lockout or tagout, they must comply with the minimum requirement of the OSHA "Control of Hazardous Energy" standard.

<Company Name> will provide a copy of its own "Control of Hazardous Energy Program" to outside contractors, and will request a copy of the outside contractor's lockout program as well.

ATTACHMENT #1

Machine Specific Lockout/Tagout Procedure

1. Location _____ 2. Type of Equipment/Machine _____
Equipment/Machine ID # _____

3. Type and Magnitude of Energy Sources Included
(Circle energy source applicable and list magnitude.)

Electrical	_____	Volts/Watts	Hot Water	_____	° F
Pneumatic	_____	PSI	Steam	_____	PSI
Hydraulic	_____	PSI/PSF			
Mechanical	_____				
Gravity					

Stored Energy Yes / No _____
(Circle appropriate response and list type of magnitude.)

4. Location and Type of Energy Isolating Devices

5. Type of Energy Control Devices to Be Used
(Circle all that apply.)

Locks	Blocks	Pins	Other	_____
Tags	Chairs	Cable		_____
Blank Plates				_____

6. Energy Isolating Procedures

7. Procedures for Restoring Machine/Equipment to Normal Operation

ATTACHMENT #1
Machine Specific Lockout/Tagout Procedure

8. Names/Job titles of Affected Employees

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. Authorized Employee(s) Preferring Work Requiring Control of Hazardous Energy

(Name)

(Title)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

10. Log of Lockout/Tagout Applications

Date Work to Begin
(Mo/Day/Year)

Date Machine/Equipment Restored
to Normal Operations
(Mo/Day/Year)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTACHMENT #2

Lockout/Tagout Audit Inventory

Note: As you discover incorrect methods or misunderstanding, correct them immediately before proceeding.

1. Person Doing Inspection _____
2. Date of Inspection _____ Time _____
3. Machine _____ Department _____
4. Authorized Employee Doing Lockout/Tagout _____
5. Is lockout/tagout permit properly completed? _____

Comments:

6. Summary and evaluation of authorized employee's version of the steps they took to lockout/tagout.

7. Affected employee's version(s) of their understanding of the lockout/tagout process and their responsibilities. Include employee names.

Auditor's comments:

8. Is lockout/tagout in compliance? Comments:

9. Defense/misunderstandings noted for periodic training.

10. I certify that I have audited this lockout/tagout procedure.

Authorized Employee Signature

Date