

## **HAZARDOUS ENERGY CONTROL**

This sample hazardous energy control program has been prepared by Safe State to provide assistance for compliance with OSHA standard 1910.147, pertaining to control of hazardous energy during servicing and maintenance of machinery and equipment. With appropriate changes, it may also be used to comply with the locking and tagging requirements for work on exposed de-energized electrical parts as discussed in OSHA standard 1910.333(b), pertaining to safety-related work practices for electrical equipment. It will probably be necessary to modify the sample program to address the conditions and needs that are unique for each worksite. You remain under the obligation to comply with all applicable standards, and use of this program should not be considered to be a guarantee that this compliance will be achieved. It is suggested that your final program is reviewed by a qualified person.

The referenced standard is entitled "The Control of Hazardous Energy (Lockout/Tagout)", but tagout has deliberately not been included in the sample program. The standard requires lockout unless "the employer can demonstrate that the utilization of a tagout system will provide full employee protection as set forth in paragraph (c)(3) of this section" (see 1910.147(c)(2)(ii)]. Since there is a much greater risk of employee injury when tagout is used, it is not recommended by Safe State. If tagout is used, OSHA standard 1910.147(c)(3) must be complied with, and the energy control program must be changed accordingly. A copy of 1910.147 has been included in Appendix E in the sample program.

If additional assistance is needed, it can be supplied at no cost by contacting Safe State at the toll-free number 1-800-452-5928.

# HAZARDOUS ENERGY CONTROL LOCKOUT PROGRAM

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# HAZARDOUS ENERGY CONTROL PROGRAM

## I. PURPOSE

The purpose of this program is to prevent employee injury caused by the unexpected release of energy or start-up of equipment during service and maintenance activities.

## II. SCOPE

The program establishes requirements for hazardous energy control. It is to be used to ensure that machines and equipment are isolated from all potentially hazardous energy sources whenever servicing or maintenance activities are conducted on any equipment in this facility.

## III. RESPONSIBILITY

\_\_\_\_\_ has overall responsibility for the implementation of this program by allocating adequate resources, assigning authority, and assuring accountability.

\_\_\_\_\_ is responsible for training. This is to include initial training for both authorized and affected employees, as well as re-training in the event new equipment is used or to correct deficiencies observed during the annual program review.

\_\_\_\_\_ is designated as the Program Coordinator. The Program Coordinator is responsible for developing and revising lockout procedures, and specifying the equipment used for energy control.

Each supervisor is responsible for the proper application of all required energy control procedures and by the employees under his/her supervision, and to recommend changes if needed.

Each employee is responsible for learning and following the procedures in this program.

## IV. BASIC LOCKOUT PRINCIPLES

The basic principles for hazardous energy control (lockout) are outlined in OSHA Standard 29 CFR 1910.147, and this program has been developed in accordance with that standard. A copy of that standard may be found in Appendix E.

All equipment must be locked out to protect against accidental or inadvertent operation, when operation could cause injury to personnel. Locks may be applied and removed only by the individual authorized employee. No one is to attempt to operate equipment that is locked out or to tamper with any lockout device.

Each authorized employee will place his/her personal lock(s) on every energy isolating device on a piece of equipment and insure that it remains in place at all times while they are working on

that equipment

Any employee who violates these procedures will be subject to immediate discharge, regardless of whether or not physical harm or equipment damage results.

## **V. EQUIPMENT**

The specified lockout devices (padlocks) shall be used only for energy control. The padlocks will be identified by a standardized color code, and each lock will have the individual employee's name marked in a durable manner. Padlocks will be keyed differently, with no master keys or duplicate keys that are not in the possession of the employee. If an authorized employee needs additional locks for work on equipment with multiple energy sources, a sufficient number will be provided. For convenience, multiple locks issued to an individual may be keyed alike as long as none of them are keyed the same as those used by any other employees.

Multiple lockout devices will be used when more than one employee is working on a piece of equipment, to insure that each individual has his/her personal lock(s) on every energy control device. These devices may be in the form of hasps that will accept multiple locks or other devices made for this purpose.

## **VI. TRAINING**

All employees will be trained in the purpose of the lockout program and basic principles during their initial orientation.

In addition, authorized employees will be trained in the actual implementation of the program, and the procedures to be used in a lockout operation. Only authorized employees who have received this training are permitted to lock out equipment. Authorized employees are identified as such (by job title) on each Hazardous Energy Control Procedure.

Retraining will be conducted whenever there is a change in job assignment, a change in machinery or equipment, a process change that presents a new hazard, a change is made in a Hazardous Energy Control Procedure, or if a deficiency is identified during the annual program review (see Section VIII).

The training will follow the outline in Appendix A, and will be documented with the training record form in Appendix B. The employee receiving training and the trainer will both certify it by signing the form.

## **VII. LOCKOUT**

### **A. PREPARATION FOR LOCKOUT**

Before work is begun on any machinery or equipment, the correct means of energy control will be reviewed by the authorized employee(s). If the equipment does not have a documented procedure because it meets the criteria in the OSHA standard (see 1910.147 (c)(4)(i)) that allows lockout without a written procedure, proper identification of the energy source is the initial preparation. In the event that the lockout does require use of a written procedure, it must be reviewed by each authorized employee. Written lockout procedures will be documented with the form in Appendix C. The necessary locks and other devices must be available before the procedure is begun.

### **B. APPLICATION OF LOCKOUT**

The following sequence of steps is general in nature. Specific lockout procedures (where applicable) contain additional details.

1. Notify all affected employees that lockout is going to be utilized, and the reason why.
2. If the equipment is in operation, shut it down by the normal stopping procedure with the operating controls.
3. De-activate the appropriate energy isolation device(s).
4. Lock the energy isolating device(s), using assigned individual lock(s).
6. Release, restrain, or dissipate any stored energy.
7. Verify that energy isolation is complete, by attempting to start the affected equipment in the normal manner.
8. Return all operating controls to their "off" positions.

### **C. RESTORATION TO NORMAL OPERATION**

1. After service or maintenance is complete, check the area to ensure that no employees are exposed.
2. Remove all tools and repair equipment.
3. Replace all guards and reactivate safety interlocks.
4. Verify that the operating controls are in the "off" or neutral position.
5. Remove locks and open the energy isolation devices. In the event that an authorized employee is not present and has failed to remove his/her lock, it may be forcibly removed under the direction of a supervisor only after the employee's whereabouts has been confirmed. This exception must only be used with extreme caution, when restoration of equipment operation is urgently needed.
6. Notify affected employee(s) that work is complete.

### **D. MULTI-EMPLOYEE PROCEDURE**

If more than one employee is working on the same equipment, each authorized person must place his/her lock on each energy isolation device, by using multi-lock devices.

## E. GROUP PROCEDURES

In cases where lockout is in effect for projects involving several groups, crews or crafts, extra precautions must be taken to insure proper coordination. The applicable hazardous energy control procedures must be reviewed by all authorized employees prior to the start of the work.

An authorized employee will be designated as being responsible for the lockout project for each group. One authorized employee will act as the coordinator among all the groups. Each authorized employee will affix a lock to the group lockout.

## G. PERSONNEL CHANGES DURING SHIFT

If an authorized employee must leave locked out equipment due to a re-assignment before work is completed, he/she will remove the personal lock(s) before departing. This will insure that the lock(s) will be available for use at the next work area if the task involves lockout. Under no circumstances is an employee to fail to apply his/her personal lock(s) equipment, even if other employees already have started work and have their locks in place.

## F. SHIFT CHANGE PROCEDURES

Shift changes will be coordinated by the appropriate supervisors. Coordination will include:

1. Changing locks to insure that equipment remains locked out at all times during shift changes.
2. Retesting to ensure de-energization.
3. Notification of start-up and/or testing to be performed.
4. Changes in the job which may affect the hazardous energy control procedure.

## VIII. PROGRAM INSPECTION

At least annually, an inspection will be conducted to ensure that all aspects of the energy control program are being followed. This will include a review of procedures and observations of lockout jobs in progress under actual conditions. The inspector is appointed by the Program Coordinator, and may not be involved in the hazardous energy control procedures being inspected.

The inspector will review the hazardous energy control procedure(s) with the authorized employees, and observe the work to determine if it is being properly followed. This inspection will be documented by the designated inspector by using of the lockout program inspection form in Appendix D.

Management will certify that the prescribed inspections have been performed, by signing the form. Any deficiencies must be promptly corrected by either retraining employees, modifying the procedure(s), or a combination of both.

## **IX. OUTSIDE CONTRACTORS**

Outside personnel or contractors involved in lockout of equipment or machinery that affects in-house employees must submit written energy control procedures to the Program Coordinator prior to beginning work. All affected employees must be briefed in the contractor's submitted procedures.

In order to protect in-house employees, the contractor's work area will be isolated and access will be restricted whenever possible. If this cannot be accomplished, the Program Coordinator must assure that the Contractor complies with proper energy isolation procedures by observing work in progress.

Contractors failing to adhere to the provisions of the OSHA Hazardous Energy Control standard will be required to stop work until their program is brought into compliance to the satisfaction of the Program Coordinator.

## APPENDIX A

### HAZARDOUS ENERGY CONTROL PROGRAM TRAINING OUTLINE

All of the following information will be presented to the authorized employees. Only topics marked with (\*) will be reviewed with affected employees.

- A. Overview
  - \*1. Review of OSHA standard 1910.147.
  - \*2. Review of lockout program.
- B. Hazardous Energy
  - 1. Types and injury potential.
  - 2. Applications.
  - 3. Control methods and devices.
- C. Basic Lockout Principles
  - \*1. Equipment to be locked out.
  - \*2. Activities requiring use of lockout.
  - \*3. Prohibition of attempt to operate locked equipment.
  - \*4. Disciplinary action for violation of any lockout procedures.
- D. Lockout Devices
  - \*1. Padlocks.
  - \*2. Multi-Lock Hasps.
  - \*3. Other devices (pipe blanks, valve locks, lock boxes, etc.).
  - 4. Demonstration and practice application of devices.
- E. Lockout Procedures
  - 1. Review of steps for undocumented lockout.
  - 2. Review of specific written procedures.
  - 3. Special procedures
    - a. Shift changes
    - b. Multi-crew jobs
    - c. Outside contractors
- F. Monitoring
  - 1. Formal annual inspection.



**APPENDIX C**

<b>HAZARDOUS ENERGY CONTROL PROGRAM LOCKOUT PROCEDURE</b>	
<b>EQUIPMENT IDENTIFICATION:</b> _____	
<b>AUTHORIZED EMPLOYEES (JOB TITLES)</b>	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
<b>SHUTDOWN PROCEDURE</b>	
<b>OPERATING CONTROL</b>	<b>IDENTIFICATION/LOCATION</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>ENERGY ISOLATION PROCEDURE</b>	
<b>ISOLATION DEVICE</b>	<b>IDENTIFICATION/LOCATION</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>STORED ENERGY</b>	
<b>TYPE/LOCATION</b>	<b>RELEASE/CONTROL PROCEDURE</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
<b>SPECIAL PROCEDURES/INSTRUCTIONS</b>	
_____ _____ _____	
<b>SHIFT/CREW CHANGE</b>	
<b>DESIGNATED COORDINATOR(S)</b>	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
<b>DATE PREPARED/REVISED</b> _____	<b>BY</b> _____

APPENDIX D

HAZARDOUS ENERGY CONTROL LOCKOUT PROGRAM INSPECTION	
EQUIPMENT IDENTIFICATION: _____	
INSPECTION DATE: _____	INSPECTOR: _____
AUTHORIZED EMPLOYEES PERFORMING LOCKOUT	
NAMES	JOB TITLES
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
DESCRIPTION OF WORK	
_____ _____ _____ _____	
EVALUATION OF PROPER APPLICATION OF LOCKOUT PROCEDURE	
_____ _____ _____ _____	
FOLLOW-UP/CORRECTIVE ACTION	
_____ _____ _____	
COMPLETED BY: _____	DATE: _____
COMMENTS	
_____ _____ _____	
CERTIFIED BY: _____	DATE: _____

## APPENDIX E

### 1910.147 The control of hazardous energy (lockout/tagout).

**(a) Scope, application and purpose**

**(1) Scope.**

- (i) This standard covers the servicing and maintenance of machines and equipment in which the unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy.
- (ii) This standard does not cover the following:
  - (A) Construction, agriculture and maritime employment;
  - (B) Installations under the exclusive control of electric utilities for the purpose of power generation, transmission and distribution, including related equipment for communication or metering; and
  - (C) Exposure to electrical hazards from work on, near, or with conductors or equipment in electric utilization installations, which is covered by Subpart S of this part; and
  - (D) Oil and gas well drilling and servicing.

**(2) Application**

- (i) This standard applies to the control of energy during servicing and/or maintenance of machines and equipment.
- (ii) Normal production operations are not covered by this standard (See Subpart O of this Part). Servicing and/or maintenance which takes place during normal production operations is covered by this standard only if:
  - (A) An employee is required to remove or bypass a guard or other safety device; or
  - (B) An employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

Note: Exception to paragraph (a)(2)(ii): Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, are not covered by this standard if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures which provide effective protection (See Subpart O of this Part).

(iii) This standard does not apply to the following:

- (A) Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or start up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.
- (B) On tap operations involving transmission and distribution systems for substances such as gas, steam, water or petroleum products when they are performed on pressurized pipelines, provided that the employer demonstrates that (1) continuity of service is essential; (2) shutdown of the system is impractical; and (3) documented procedures are followed, and special equipment is used which will provide proven effective protection for employees.

**(3) Purpose**

- (i) This section requires employers to establish a program and utilize procedures for affixing appropriate lockout devices or tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy in order to prevent injury to employees.
- (ii) When other standards in this part require the use of lockout or tagout, they shall be used and supplemented by the procedural and training requirements of this section.

**(b) Definitions applicable to this section.**

**Affected employee.** An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

**Authorized employee.** A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section.

"Capable of being locked out." An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability.

**Energized.** Connected to an energy source or containing residual or stored energy.

**Energy isolating device.** A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate

energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.

Energy source. Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Hot tap. A procedure used in the repair maintenance and services activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

Lockout. The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout device. A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

Normal production operations. The utilization of a machine or equipment to perform its intended production function.

Servicing and/or maintenance. Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or start-up of the equipment or release of hazardous energy.

Setting up. Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout. The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout device. A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

**(c) General**

**(1) Energy control program.** The employer shall establish a program consisting of energy control procedures, employee training and periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, start-up or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.

**(2) Lockout/tagout**

- (i) If an energy isolating device is not capable of being locked out, the employer's energy control program under paragraph (c)(1) of this section shall utilize a tagout system.
- (ii) If an energy isolating device is capable of being locked out, the employer's energy control program under paragraph (c)(1) of this section shall utilize lockout, unless the employer can demonstrate that the utilization of a tagout system will provide full employee protection as set forth in paragraph (c)(3) of this section.
- (iii) After January 2, 1990, whenever replacement or major repair, renovation or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machine or equipment shall be designed to accept a lockout device.

**(3) Full employee protection**

- (i) When a tagout device is used on an energy isolating device which is capable of being locked out, the tagout device shall be attached at the same location that the lockout device would have been attached, and the employer shall demonstrate that the tagout program will provide a level of safety equivalent to that obtained by using a lockout program.
- (ii) In demonstrating that a level of safety is achieved in the tagout program which is equivalent to the level of safety obtained by using a lockout program, the employer shall demonstrate full compliance with all tagout-related provisions of this standard together with such additional elements as are necessary to provide the equivalent safety available from the use of a lockout device. Additional means to be considered as part of the demonstration of full employee protection shall include the implementation of additional safety measures such as the removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, or the removal of a valve handle to reduce the likelihood of inadvertent energization.

**(4) Energy control procedure**

- (i) Procedures shall be developed, documented and utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section.

Note: Exception: The employer need not document the required procedure for a particular machine or equipment, when all of the following elements exist:

- (1) The machine or equipment has no potential for stored or residual energy or reaccumulation of stored energy after shut down which could endanger employees:
- (2) The machine or equipment has a single energy source which can be readily identified and isolated:
- (3) The isolation and locking out of that energy source will completely deenergize and deactivate the machine or equipment:
- (4) The machine or equipment is isolated from that energy source and locked out during servicing or maintenance:
- (5) A single lockout device will achieve a locked-out condition:

- (6) The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance:
  - (7) The servicing or maintenance does not create hazards for other employees: and
  - (8) The employer, in utilizing this exception, has had no accidents involving the unexpected activation or reenergization of the machine or equipment during servicing or maintenance.
- (ii) The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to, the following:
    - (A) A specific statement of the intended use of the procedure;
    - (B) Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy;
    - (C) Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them; and
    - (D) Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.
- (5) Protective materials and hardware**
- (i) Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware shall be provided by the employer for isolating, securing or blocking of machines or equipment from energy sources.
  - (ii) Lockout devices and tagout devices shall be singularly identified; shall be the only device(s) used for controlling energy; shall not be used for other purposes; and shall meet the following requirements:
    - (A) Durable.
      - (1) Lockout and tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
      - (2) Tagout devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.
      - (3) Tags shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
    - (B) Standardized. Lockout and tagout devices shall be standardized within the facility in at least one of the following criteria: Color; shape; or size; and additionally, in the case of tagout devices, print and format shall be standardized.
    - (C) Substantial
      - (1) Lockout devices. Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.

- (2) Tagout devices. Tagout devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.
- (D) Identifiable. Lockout devices and tagout devices shall indicate the identify of the employee applying the device(s).
- iii Tagout devices shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as the following: Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate.

**(6) Periodic inspection**

- (i) The employer shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed.
  - (A) The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected.
  - (B) The periodic inspection shall be conducted to correct any deviations or inadequacies identified.
  - (C) Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.
  - (D) Where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure being inspected, and the elements set forth in paragraph (c)(7)(ii) of this section.
- (ii) The employer shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection.

**(7) Training and Communication**

- (i) The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees. The training shall include the following:
  - (A) Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of

- the energy available in the workplace, and the methods and means necessary for energy isolation and control.
- (B) Each affected employee shall be instructed in the purpose and use of the energy control procedure.
  - (C) All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.
- (ii) When tagout systems are used, employees shall also be trained in the following limitations of tags:
- (A) Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
  - (B) When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
  - (C) 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.
  - (D) Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
  - (E) Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
  - (F) Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.
- iii Employee retraining.
- (A) Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.
  - (B) Additional retraining shall also be conducted whenever a periodic inspection under paragraph (c)(6) of this section reveals, or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.
  - (C) The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.
- (iv) The employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.
- (A) Energy isolation. Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance.
  - (B) Notification of employees. Affected employees shall be notified by the employer or authorized employee of the application and

removal of lockout devices or tagout devices. Notification shall be given before the controls are applied, and after they are removed from the machine or equipment.

- (d) **Application of control.** The established procedures for the application of energy control (the lockout or tagout procedures) shall cover the following elements and actions and shall be done in the following sequence:
- (1) **Preparation for shutdown.** Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.
  - (2) **Machine or equipment shutdown.** The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.
  - (3) **Machine or equipment isolation.** All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).
  - (4) **Lockout or tagout device application.**
    - (i) Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.
    - (ii) Lockout devices, where used, shall be affixed in a manner to that will hold the energy isolating devices in a "safe" or "off" position.
    - iii Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the "safe" or "off" position is prohibited.
      - (A) Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.
      - (B) Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.
  - (5) **Stored energy**
    - (i) Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.
    - (ii) If there is a possibility of reaccumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

- (6) **Verification of isolation.** Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee shall verify that isolation and deenergization of the machine or equipment have been accomplished.
- (e) **Release from lockout or tagout.** Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:
- (1) **The machine or equipment.** The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.
- (2) **Employees.**
- (i) The work area shall be checked to ensure that all employees have been safely positioned or removed.
- (ii) Before lockout or tagout devices are removed and before machines or equipment are energized, affected employees shall be notified that the lockout or tagout devices have been removed.
- iii After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device(s) have been removed.
- (3) **Lockout or tagout devices removal.** Each lockout or tagout device shall be removed from each energy isolating device by the employee who applied the device.

Exception to paragraph (e)(3). When the authorized employee who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the employer, provided that specific procedures and training for such removal have been developed, documented and incorporated into the employer's energy control program. The employer shall demonstrate that the specific procedure shall include at least the following elements:

- (i) Verification by the employer that the authorized employee who applied the device is not at the facility:
- (ii) Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed; and
- iii Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.
- (f) **Additional requirements**
- (1) **Testing or positioning of machines, equipment or components thereof.** In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:
- (i) Clear the machine or equipment of tools and materials in accordance with paragraph (e)(1) of this section;

- (ii) Remove employees from the machine or equipment area in accordance with paragraph (e)(2) of this section;
  - iii Remove the lockout or tagout devices as specified in paragraph (e)(3) of this section;
  - (iv) Energize and proceed with testing or positioning;
  - (v) Deenergize all systems and reapply energy control measures in accordance with paragraph (d) of this section to continue the servicing and/or maintenance.
- (2) Outside personnel (contractors, etc.).**
- (i) Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site employer and the outside employer shall inform each other of their respective lockout or tagout procedures.
  - (ii) The on-site employer shall ensure that his/her employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.
- (3) Group lockout or tagout.**
- (i) When servicing and/or maintenance is performed by a crew, craft, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.
  - (ii) Group lockout or tagout devices shall be used in accordance with the procedures required by paragraph (c)(4) of this section including, but not necessarily limited to, the following specific requirements:
    - (A) Primary responsibility is vested in an authorized employee for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock);
    - (B) Provision for the authorized employee to ascertain the exposure status of individual group members with regard to the lockout or tagout of the machine or equipment and
    - (C) When more than one crew, craft, department, etc. is involved, assignment of overall job-associated lockout or tagout control responsibility to an authorized employee designated to coordinate affected work forces and ensure continuity of protection; and
    - (D) Each authorized employee shall affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.
- (4) Shift or personnel changes.** Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout device protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy.

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Note: The Appendix A for this standard has been deleted from this copy because the information that it presents regarding a typical minimal lockout procedure has been incorporated in this sample program.