

UNIVERSITY of
HOUSTON

Department of Campus Safety
Environmental Health and Life Safety

LOCKOUT/TAGOUT A PROGRAM MANUAL



November 2018

Subject: Lockout/Tagout

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1.0 PURPOSE AND SCOPE

The purpose of this manual is to establish uniform methods for disabling powered equipment, machinery, and electrical circuits prior to the performance of inspections, maintenance, or repairs.

2.0 POLICY

This lockout/tagout (LOTO) program will ensure safe working conditions by establishing responsibilities, requirements, and uniform standard operating procedures for all groups which perform inspections, maintenance and/or repairs to powered equipment, machinery, and electrical circuits on university property. This manual applies to any source of mechanical, hydraulic, electrical, thermal, radiation, or other energy from powered equipment. This includes electrical circuit breakers and/or switches, power source controls to air, water, steam or hydraulic valves, and controlling the operation of equipment. UH employees as well as contractors shall follow the guidelines in this manual.

3.0 DEFINITIONS

3.1 Affected Employee: An employee either UH or contractor 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.

3.1.1 Or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

3.2 Authorized Employee: A trained UH or contractor employee who performs the process of locking out or tagging 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.

3.3 Blanking: The physical disconnection of process flow piping, e.g., lines containing air, water, steam oil, chemicals, etc., and the application of caps, plugs, blind flanges, etc., to positively prevent the flow of material.

3.4 Capable of being locked out: An energy isolating device will be considered to be capable of being locked out either if it is designed with a hasp or other attachment or integral part to which, or through which, a lock can be affixed, or if it has a locking mechanism built into it. Other energy isolating devices will also be considered to be capable of being locked out if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device.

3.5 Contractor a person(s) who performs services for the University who is not employed by the University.

3.6 Emergency Repairs: Repairs needed in critical operations where an accident or failure to complete the operation would result in any of the following:

3.6.1 - Loss of life or serious injury to employees.

3.6.2 - Loss of function of a critical facility

3.6.3 - Serious interference or stoppage of contract performance.

3.6.4 - Loss of high value end items, parts, or tooling.

3.7 Energized: Connected to an energy source or containing residual or stored energy.

3.8 Energy Isolating Device:

3.8.1 A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following; a disconnect switch; a manually operated switch by which the conductor of a circuit can be disconnected from all ungrounded supply connectors and, in addition, no pole can be operated independently; a slide gate; a slip blind; a line valve; a block; and any similar device used to block or isolate energy.

3.8.2 The term does not include a push button, selector switch, and other control circuit type devices.

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

3.10 Hot Tap: A procedure used in the repair, maintenance and service 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.

3.11 Lockout: The placement of a lockout device on an energy source, ensuring that the equipment cannot be operated until the lockout device is removed.

3.12 Lockout Device: A device utilizing a positive means such as a lock, either key or combination type, to render switches, valves, equipment, etc. inoperable and preventing the energizing of a machine or equipment.

3.13 Normal Production Operations: The utilization of a machine or equipment to perform its intended production function.

3.14 Other Employee: An employee whose work operations is, or may be in an area where LOTO procedures may be utilized.

3.15 Powered Equipment: Equipment which is activated operated or moved by electricity, air, hydraulics, compressed springs, etc.

3.16 Servicing and/or Maintenance: Work place activities such as constructing, installing, modifying, and maintaining and /or servicing machines or equipment. These activities include lubrication, cleaning or un-jamming 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.

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- 3.17 Setting Up: Any work performed to prepare a machine or equipment to perform its normal production operation.
- 3.18 Tagout: The placement of a tagout device at the control area of an electrical circuit, utility line, valve, machinery, equipment, etc., indicating that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.
- 3.19 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 to indicate that the energy being controlled may not be operated until the tagout device is removed.
- 3.20 Tags must indicate
 - 3.20.1 The name of the person attaching the tag.
 - 3.20.2 The reason the tag was attached.
 - 3.20.3 The name of the person authorized to remove the tag.
 - 3.20.4 The time and date the tag was signed.
 - 3.20.4 The tag shall be removed only by the person whose name appears on the tag, or his/her supervisor.

4.0 DUTIES AND RESPONSIBILITIES

4.1 Environmental Health and Life Safety

Environmental Health and Life Safety (EHLS) is responsible for the overall development and administration of the University's Lockout/Tagout – Control of Hazardous Energy Program Manual. Responsibilities of EHLS include:

- 4.1.1 Evaluating and updating the LOTO document on a biennial basis or as necessary
- 4.1.2 Performing field audits, soliciting feedback and reporting to managers and supervisors
- 4.1.3 Providing regulatory and safety expertise to supervisors, trades, and other University of Houston personnel
- 4.1.4 Providing training on basic LOTO procedures or concerns regarding LOTO activities to affected and authorized employees, supervisors, managers, and others if requested
- 4.1.5 Oversight of the contractors

4.2 Supervisors of Electrical, HVAC and Elevator Departments

Supervisors of Electrical, HVAC and Elevator Departments are responsible for the day-to-day implementation of and adherence to the University's LOTO program manual for their individual area of responsibility. Currently these are the only University personnel who are authorized to perform LOTO. The supervisor shall ensure that:

- 4.2.1 Ensure that new employees take the OSHA 10-hour training class (which includes LOTO) OSHA training should be renewed every 3 years
- 4.2.2 LOTO activities are regularly discussed in departmental safety meetings
- 4.2.3 LOTO activities are recorded on a log sheet and maintained for 1 year. (Appendix A).
- 4.2.4 LOTO procedures have been developed for all equipment as appropriate
- 4.2.5 Employees are implementing appropriate LOTO procedures
- 4.2.6 All affected and authorized personnel have been trained and re-trained as necessary
- 4.2.7 Investigations are conducted after all incidents or near misses in and coordinated with EHLS

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- 4.2.8 Appropriate energy isolating devices and tags are made readily available to authorized employees
- 4.2.9 Only remove an authorized employee's safety lock as required in this program manual
- 4.2.10 Ensure group LOTO procedures are performed correctly as in Section 6.5.1
- 4.2.11 Implement and coordinate LOTO procedures during shift changes

4.3 Authorized Employees of Electrical, HVAC and Elevator Departments

Authorized employees are personnel who are responsible for implementing LOTO procedures at the equipment level. They shall attend all required training(s) and demonstrate competence in LOTO procedures. Authorized employees are responsible for:

- 4.3.1 Performing LOTO procedures in accordance with the University's LOTO program manual
- 4.3.2 Coordinating their activities with other authorized employees when using group lockouts and transferring lockout devices and tags when personnel and shifts change
- 4.3.3 Participating in periodic operational inspections of LOTO procedures by EHLS

4.4 Affected Employees of Electrical, HVAC and Elevator Departments

Since equipment is locked and tagged out to prevent inadvertent personal injury or equipment damage, affected employees **should not attempt** to operate any switch, device, or other energy isolating device that is locked and tagged out. Affected employees shall become aware of LOTO procedures used in their facilities. Affected employees are responsible for:

- 4.4.1 Complying with all requirements of this program manual; in particular, affected employees shall not attempt to operate or energize equipment or systems that are locked out and tagged
- 4.4.2 All employees should not attempt to remove the lock without proper authorization.

4.5 Contractors

- 4.5.1 Contractors working for the University of Houston are required to comply with all applicable OSHA regulations and University program manual. Contractors shall have their own LOTO program for ensuring employee safety. Contractors are responsible for supplying and maintaining their equipment as required by OSHA and University program manual.
- 4.5.2 All outside contractors shall adhere to lockout-tagout procedures, based on this program manual or their own, whichever is more stringent, while performing services for the University. If the University's policy is more stringent then it must be followed. If the contractor has any exceptions then EHLS must be contacted.
- 4.5.3 Outside personnel or contractors planning to lockout UH equipment, must inform Facilities Communications in advance of their plans by completing the written form in Appendix B and submitting it to Facilities. Facilities Communications will notify the affected departments.

5.0 GENERAL REQUIREMENTS

- 5.1 Lockout/tagout devices shall be used whenever any person is working on powered systems where unexpected energizing could present a hazard. <https://www.gpo.gov/fdsys/pkg/CFR-2009-title29-vol5/pdf/CFR-2009-title29-vol5-sec1910-147.pdf>

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- 5.2 In cases where more than one individual is needed to work on powered equipment, each person working on the equipment will attach a padlock or tag to a multiple lockout device.
- 5.3 Lockout/tagout does not apply to normal production operations, servicing and maintenance when employees are not exposed.
- 5.4 Plug and cord electrical equipment are excluded where the equipment is unplugged and the plug is under the exclusive control of the employee.
- 5.5 The tagout process shall only be used in cases where there is no other means of lockout and when approved by supervisor.
- 5.6 Steam and chemical lines that cannot be isolated by closed valves and locked out must be disconnected, properly tagged, and a solid blank installed on the supply line side. If impractical to "blank off" lines containing flammables or explosives, the lines must be drained and filled with nitrogen.
- 5.7 Areas shall be roped off and adequately posted with "Warning" signs where LOTO activities are being performed that could be hazardous to a passerby.
- 5.8 Unauthorized persons entering roped off areas will be subject to disciplinary action. Incidents shall be reported to appropriate management who shall report the violation to the individual's supervisor and EHLS.

6.0 SPECIFIC REQUIREMENTS

- 6.1 The Electrical, HVAC and Elevator groups shall supply all lockout/tagout materials including locks, multiple lockout clamping devices, tags, blanking devices, etc.
 - 6.1.1 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:
- 6.2 Lockout and tagout devices shall be durable and capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected to last.
 - 6.2.1 Tagout signs 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.
 - 6.2.2 Tags shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
- 6.3 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.
 - 6.3.1 Tagout devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal.

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6.3.2 Identifiable Lockout and tagout devices shall indicate the identity of the employee applying the device(s).

6.4 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.

6.4.1 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.

6.4.2 When a tag is attached to a device or equipment 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.

6.4.3 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.

6.4.4 Tags must be securely attached to a device or equipment so that they cannot be inadvertently or accidentally detached during use.

6.5 Group Lockout or Tagout

6.5.1 Each authorized employee shall affix a personal lockout or tagout device to the group lockout device 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. The activity is not considered complete until all locks/tags are removed from the group lock box.

7.0 TRAINING REQUIREMENTS

7.1 General Lockout/Tagout training is part of the mandatory OSHA 10-hour training course which is provided to all Facilities Services employees. Records are maintained by the Manager of Central Facility Services. This training is repeated every 3 years. All employees are expected to understand the importance of locked out or tagged out equipment.

7.2 The Electrical, HVAC and Elevator shops shall provide additional training on LOTO activities on the University campus. This training must ensure that all employees understand the purpose, function, and restrictions of the energy control program manual. It must also instill the knowledge and skills necessary for the safe application, use, and removal of energy controls. In addition this training must also make employees aware that disregarding or violating the energy control program manual could endanger their own lives or the lives of coworkers. This can be accomplished through group meetings and safety talks. Such training shall be documented using the LOTO activity log. EHLS is available for consultation if needed.

7.2.1 Each employee performing LOTO functions should have clear understanding of his/her role and responsibility prior to activity.

7.3 Employee retraining shall be the responsibility of the Electrical, HVAC and Elevator groups and shall consist of the following:

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- 7.3.1 Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, or equipment that present a new hazard, or when there is a change in the energy control procedures. Also when periodic inspections show employee deficiencies in energy control techniques or if there is new or substantial revisions to existing procedures
- 7.4 Specific guidelines shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provisions for the orderly transfer of lockout or tagout devices between off-going and oncoming employees to minimize exposure to hazards from the unexpected energization, start-up of the machinery or equipment, or release of stored energy.

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Appendix A – Summary Log of Activities per Department

Subject: Energy Control - Lockout/Tagout
Log sheet of Activities per Department

Department Name _____

Month _____

Lockout/Tagout activities per Department (including individually keyed locks) record/log sheet

Activity	Building Name and location	Lockout Device Number	Date Attached Initials	Date Removed by Initials	Supervisor Initials	Comments or Problems

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Appendix B Contractor Notification Form

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*All Permits Must Be Submitted to Facilities Communications
3 Days Prior to the Lock Out/Tag Out Activity*

Email form to facomm@central.uh.edu

Contractor Lock Out/Tag Out Request for Permit

Contractor Information:

Name of Company: _____

Onsite Contact and
Telephone Number: _____

E-Mail Address: _____

Worksite Information:

Building Location of
LOTO Activity _____

Description of Activity _____

Start date and duration of
the LOTO Activity _____

Completed by Facilities Communications:

Received Date: _____

Notification sent to
Departments: _____

Cc: EHLS ehs@uh.edu _____

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APPENDIX C Exchange of Information

1. Whenever outside servicing personnel are to be engaged in activities covered by the Lockout/Tagout program manual, the on-site department and the outside employer shall inform each other and EHLS of their respective lockout or tagout procedures and/or guidelines.

1.1 Outside personnel or contractors involved in operations relating to equipment or machinery lockout that affects locked out employees, must submit their lockout or tagout procedures to the UH project manager. Affected employees must be trained and notified as outlined in this program manual. The responsible UH manager for the affected area will ensure that outside personnel and affected employees are informed of the proper procedure.

2. The on-site department shall ensure that his/her personnel understand and comply with restrictions and prohibitions of the outside employer's lockout or tagout procedures and/or guidelines.

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APPENDIX D Shift Changes

Shift changes will be coordinated by the authorized employee in charge of the group or individual lockout or tagout. This will include:

1. Changing locks or tags
2. Retesting to ensure de-energized state of equipment or machinery being serviced.
3. Notification of start-up and testing to be performed.
4. Changes in the job that effect the lockout or tagout procedures.

Appendix E OSHA LOTO Standard

§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 and agriculture employment;
- (B) Employment covered by parts 1915, 1917, and 1918 of this title;
- (C) Installations under the exclusive control of electric utilities for the purpose of power generation, transmission and distribution, including related equipment for communication or metering;
- (D) 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
- (E) 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. 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. Hot 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 a 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 startup 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

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being locked out, the employer's energy control program under paragraph (c)(1) of this section shall utilize a tagout system. 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. 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 specific statement of the intended use of the procedure; Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy; Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them; and 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. *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. *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 and 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 identity 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. 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. 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: 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. Each affected employee shall be instructed in the purpose and use of the energy control procedure. 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: 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. 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. 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. Tags and their means of attachment must be made of materials

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which will withstand the environmental conditions encountered in the workplace. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use. (iii) Employee retraining. 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. 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. 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. (8) *Energy isolation.* Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance. (9) *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: *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. *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. *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). *Lockout or tagout device application.* (i) Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees. Lockout devices, where used, shall be affixed in a manner that will hold the energy isolating devices in a "safe" or "off" position. 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. 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. 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: *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. *Employees.* (i) The work area shall be checked to ensure that all employees have been safely positioned or removed. (ii) 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 provides equivalent safety to the removal of the device by the authorized employee who applied it. The specific procedure shall include at least the following elements: Verification by the employer that the authorized employee who applied the device is not at the facility; Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed; and 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: Clear the machine or equipment of tools and materials in accordance with paragraph (e)(1) of this section; Remove employees from the machine or equipment area in accordance with paragraph (e)(2) of this section; Remove the lockout or tagout devices as specified in paragraph (e)(3) of this section; Energize and proceed with testing or positioning; 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: 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); 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 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 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

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unexpected energization or start-up of the machine or equipment, or the release of stored energy. NOTE: The following appendix to §1910.147 services as a non-mandatory guideline to assist employers and employees in complying with the requirements of this section, as well as to provide other helpful information. Nothing in the appendix adds to or detracts from any of the requirements of this section. APPENDIX A TO §1910.147—TYPICAL MINIMAL LOCKOUT PROCEDURE *General* The following simple lockout procedure is provided to assist employers in developing their procedures so they meet the requirements of this standard. When the energy isolating devices are not lockable, tagout may be used, provided the employer complies with the provisions of the standard which require additional training and more rigorous periodic inspections. When tagout is used and the energy isolating devices are lockable, the employer must provide full employee protection (*see* paragraph (c) (3)) and additional training and more rigorous periodic inspections are required. For more complex systems, more comprehensive procedures may need to be developed, documented and utilized. Lockout Procedure Lockout procedure for (Name of Company for single procedure or identification of equipment if multiple procedures are used) *Purpose* This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury. *Compliance With This Program* All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize or use that machine or equipment. Type of compliance enforcement to be taken for violation of the above. *Sequence of Lockout* Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance. Name(s)/Job Title(s) of affected employees and how to notify. The authorized employee shall refer to the company procedure to identify the type 1910.151 and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy. Type(s) and magnitude(s) of energy, its hazards and the methods to control the energy. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.). Type(s) and location(s) of machine or equipment operating controls. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s). Type(s) and location(s) of energy isolating device(s). **§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:

(F) Construction and agriculture employment;

(G) Employment covered by parts

1915, 1917, and 1918 of this title;

(H) Installations under the exclusive control of electric utilities for the purpose of power generation, transmission and distribution, including related equipment for communication or metering;

(I) 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

(J) 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;

(C) An employee is required to remove or bypass a guard or other safety device; or

(D) 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. 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. Hot 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.

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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 a 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 startup 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. 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. 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 specific statement of the intended use of the procedure; Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy; Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them; and 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. *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. *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 and 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 identity 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

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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 ones(s) utilizing the energy control procedure being inspected. (B) The periodic inspection shall be conducted to correct any deviations or inadequacies identified. 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. 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: 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. Each affected employee shall be instructed in the purpose and use of the energy control procedure. 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: 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. 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. 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. Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use. (iii) Employee retraining. 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. 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. 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. (8) *Energy isolation.* Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance. (9) *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: *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. *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. *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). *Lockout or tagout device application.* (i) Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees. Lockout devices, where used, shall be affixed in a manner to that will hold the energy isolating devices in a "safe" or "off" position. 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. 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. 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: *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. *Employees.* (i) The work area shall be checked to ensure that all employees have been safely positioned or removed. (ii) 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 provides equivalent safety to the removal of the device by the authorized employee who applied it. The specific procedure shall include at least the following elements: Verification by the employer that the authorized employee who applied the device is not at the facility; Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed; and Ensuring that the authorized employee has this

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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: Clear the machine or equipment of tools and materials in accordance with paragraph (e)(1) of this section; Remove employees from the machine or equipment area in accordance with paragraph (e)(2) of this section; Remove the lockout or tagout devices as specified in paragraph (e)(3) of this section; Energize and proceed with testing or positioning; 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: 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); 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 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 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. NOTE: The following appendix to §1910.147 services as a non-mandatory guideline to assist employers and employees in complying with the requirements of this section, as well as to provide other helpful information. Nothing in the appendix adds to or detracts from any of the requirements of this section. APPENDIX A TO §1910.147—TYPICAL MINIMAL LOCKOUT PROCEDURE *General* The following simple lockout procedure is provided to assist employers in developing their procedures so they meet the requirements of this standard. When the energy isolating devices are not lockable, tagout may be used, provided the employer complies with the provisions of the standard which require additional training and more rigorous periodic inspections. When tagout is used and the energy isolating devices are lockable, the employer must provide full employee protection (*see* paragraph (c) (3)) and additional training and more rigorous periodic inspections are required. For more complex systems, more comprehensive procedures may need to be developed, documented and utilized. Lockout Procedure Lockout procedure for (Name of Company for single procedure or identification of equipment if multiple procedures are used) *Purpose* This procedure establishes the minimum requirements for the lockout

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of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury. *Compliance With This Program* All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize or use that machine or equipment. Type of compliance enforcement to be taken for violation of the above. *Sequence of Lockout* Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance. Name(s)/Job Title(s) of affected employees and how to notify. The authorized employee shall refer to the company procedure to identify the type 1910.151 and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy. Type(s) and magnitude(s) of energy, its hazards and the methods to control the energy. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.). Type(s) and location(s) of machine or equipment operating controls. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s). Type(s) and location(s) of energy isolating devices. Lock out the energy isolating device(s) with assigned individual lock(s). Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. Type(s) of stored energy—methods to dissipate or restrain. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate. CAUTION: Return operating control(s) to neutral or “off” position after verifying the isolation of the equipment. Method of verifying the isolation of the equipment. The machine or equipment is now locked out. *Restoring Equipment to Service.* When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact. Check the work area to ensure that all employees have been safely positioned or removed from the area. Verify that the controls are in neutral. Remove the lockout devices and reenergize the machine or equipment. NOTE: The removal of some forms of blocking may require reenergization of the machine before safe removal. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use. Lock out the energy isolating device(s) with assigned individual lock(s). Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. Type(s) of stored energy—methods to dissipate or restrain. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate. CAUTION: Return operating control(s) to neutral or “off” position after verifying the isolation of the equipment. Method of

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verifying the isolation of the equipment. The machine or equipment is now locked out. *Restoring Equipment to Service.* When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact. Check the work area to ensure that all employees have been safely positioned or removed from the area. Verify that the controls are in neutral. Remove the lockout devices and reenergize the machine or equipment. NOTE: The removal of some forms of blocking may require reenergization of the machine before safe removal. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use

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