**Energy Control Program for Construction**

**(Lockout/Tagout)**

# Sample Program

Name of Company

**ENERGY CONTROL**

**PROGRAM**

## FOR

**MECHANICAL**

**LOCK OUT**

**TAG OUT**

**BLOCK OUT**

**AND**

**ELECTRICAL WORK PRACTICES**

### PREFACE

#### HOW TO USE THIS SAMPLE PROGRAM

TO THE EMPLOYER:

The purpose of this sample program is intended to serve as a guide for an employer in setting up an energy control program. The essential elements of this program include:

* Top management commitment;
* Written Program;
* Specific Procedures; and
* Training.

Each employer should have the following on file:

* Copy of the manufactures specifications, maintenance manual and operators manual relating to the equipment be serviced and maintained;
* Written Energy Control Program;
* Specific Procedures (when required); and
* Documentation of training.

##### TABLE OF CONTENTS

**Control of Hazardous Mechanical Energy Sources and Electrical Work Practices
 - Lockout, Blockout and Tagout**

 **TITLE PAGE**

Purpose 1

General Information 1

Basic Rules for using Lockout or Tagout System Procedure 2

General Lockout/Tagout Procedures 2

Responsibility 2

Preparation for Lockout or Tagout 3

Sequence of Lockout, Blockout, or Tagout System Procedure 3

Testing or Positioning of Machine, Equipment or Components Thereof 4

Restoring Machines or Equipment to Normal 5

Procedure Involving More Than One Person (Group) 5

Removal of Lockout or Tagout Devices 5

Informing Outside Contractors 6

Construction at an Established Plant 6

Shift or Personnel Changes 6

Periodic Inspection (Annual) 6

Training 6

Electrical Work Practices 7

Electrical Lockout/Tagout 7

Electrical Test Verification of De-energized Circuits 8

Working on Energized Circuits 8

Accidents Concerning Lockout/Tagout 8

**Appendices**

A - List of Authorized Lockout and Tagout Individuals 9

B - List of Affected and Other Employees 10

C - Annual Evaluation Report 11

D - Energy Source Determination (Checklist) 13

E - List of All Lockout, Blockout and Tagout Procedures 17

F - Specific Procedures 18

G - Methods of Tag and Lock Identification 20

H - Training Record 21

I - Key Points for Energy Control Training 22

CONTROL OF HAZARDOUS MECHANICAL ENERGY SOURCES AND ELECTRICAL WORK PRACTICES

(LOCKOUT, BLOCKOUT AND TAGOUT)

PURPOSE

The purpose of this instruction is to ensure that before any construction employee performs any installation, servicing or maintenance on machinery or equipment, where the unexpected energizing, start up or release of stored energy could occur and cause injury, the machinery or equipment will be rendered safe to work on.

GENERAL INFORMATION

OSHA has promulgated two standards that require lockout/blockout/ tagout of machinery and equipment applicable to non-electrical energy producing machinery and equipment.[[1]](#footnote-1) They are:

* Control of Hazardous Energy (Mechanical lockout/blockout/ tagout) - 29 CFR 1910.147; and
* Electrical Safe Work Practice Standard - 29 CFR 1910.333.

OSHA has promulgated a construction standard that requires lockout/tagout of equipment and circuits applicable to electrical hazards:

* Lockout and Tagout of Circuits – 29 CFR 1926.417

OSHA also has an Accident Prevention Tag standard that requires defective tools, equipment, etc. to be tagged out:

* Accident Prevention Tags – 29 CFR 1926.200 (h).

Lockout is the preferred method of isolating machines or equipment from energy sources and shall be used whenever possible. Equipment obtained or modified after January 2, 1990, will be installed with lockout capability. If tags are used additional steps shall be taken as may be necessary to provide the equivalent safety available from the use of a lockout device.

**BASIC RULES FOR USING LOCKOUT OR TAGOUT SYSTEM PROCEDURE**

All equipment shall be locked out, blocked out (blocks, blinds, etc.) or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Anyone operating or attempting to operate any switch, valve, or other energy isolating device that is not locked, blocked or tagged out will be disciplined.

GENERAL LOCKOUT/BLOCKOUT/TAGOUT PROCEDURES

This procedure establishes the minimum requirements for the lockout, blockout or tagout of energy isolating devices. *NOTE*: Specific procedures for control of hazardous energy sources must be developed (in addition to these general procedures) for any equipment or machinery before any maintenance or servicing is performed on it, unless it meets the exceptions noted in 29 CFR 1910.147(c)(4)(I). Such machines and equipment shall be evaluated using Appendix D - the Energy Source Determination Checklist. After Energy Source Determination Checklist is completed, a Specific Procedure shall be written using Appendix F.

|  |
| --- |
| *EXCERPT FROM 29 CFR 1910.147(c)(4)(I):**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 re-accumulation 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 de-energize 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 re-energization of the machine or equipment during servicing or maintenance.*  |

RESPONSIBILITY

Any employee who could be exposed to hazardous energy sources shall be instructed in the safety significance of the lockout, blockout or tagout procedure. Employees authorized to perform energy control measures shall receive training commensurate with their responsibilities and as required by the applicable OSHA standards. Appendix A is a list of names and job titles of employees authorized to lockout and tagout. Each new or transferred affected employee and other employees whose work operations are or may be in the area shall be instructed in the purpose and use of the lockout or tagout procedure. The job titles of the affected employees are contained in Appendix B. Prior to lockout/blockout/tagout the senior authorized individual will brief all affected employees in person. In the event of tagout system only, the authorized individual will also brief all other personnel potentially exposed to the hazard in person. The procedures noted in the SEQUENCE OF LOCKOUT OR TAGOUT SYSTEM PROCEDURE will be followed.

PREPARATION FOR LOCKOUT OR TAGOUT

The “authorized” employee shall make a survey to locate and identify all isolating devices to be certain which switch(s), valve(s) or other energy isolating devices apply to the equipment to be locked or tagged out. More than one hazardous energy source and/or means of disconnect (electrical, mechanical, or others) may be involved. If more than one energy source or stored energy consult the Appendices E and F for specific procedures and then follow the specified procedure. In the case that a machine or piece of equipment does not have a specific procedure, no work can proceed until writes and provides the authorized person with a specific procedure.

SEQUENCE OF LOCKOUT, BLOCKOUT OR TAGOUT SYSTEM PROCEDURE

(1) Notify all affected employees that a lockout or tagout system is going to be utilized and the reason why. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.

(2) If the machine or equipment is operating, shut it down by the normal stopping procedure. This is usually done by depressing stop button, open toggle switch, etc. In addition, ensure that all stored energy is dissipated or properly restrained.

(3) Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy such as the springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc. must be dissipated or restrained. Combinations of these energy sources and any stored energy will require a specific procedure, in this case consult the Appendices E and F for the applicable Specific Procedure.

(4) Lockout, blockout and/or tagout device application:

(a) Locks, blocks and tags shall be affixed to each energy-isolating device only by an “authorized” employee.

(b) Locks and tags shall be singularly identified.

(c) Locks shall be affixed in a manner that will hold the energy-isolating device in a safe or off position.

(d) Tags, when used, shall be affixed in a manner that will clearly indicate that the operation or movement of the energy isolating device from the “safe” or “off” position is prohibited.

(e) Tags that cannot be affixed directly to the energy isolating device 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.

(f) All potentially hazardous stored or residual energy shall be relieved, disconnected, restrained or otherwise rendered safe. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall continue until the possibility of accumulation no longer exists. Stored energy may require blocks, blinds, flanges, etc. in order to appropriately control stored energy.

(g) After ensuring that no personnel are exposed, as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. (See Appendices E and F for procedures for specific machinery and equipment.)

CAUTION: RETURN OPERATING CONTROL(S) TO "NEUTRAL" OR "OFF"
POSITION AFTER THE TEST.

(5) The equipment is now locked out or tagged out.

**TESTING OR POSITIONING OF MACHINES, EQUIPMENT,
OR COMPONENTS THEREOF**

In situations which lockout, blockout 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:

(a) Clear the machine or equipment of tools and materials.

(b) Remove employees from the machine or equipment area.

(c) Remove the lockout or tagout devices.

(d) Energize and proceed with testing or positioning.

(e) De-energize all systems and reapply energy control measures in accordance with the requirements set forth in this instruction.

**RESTORING MACHINES OR EQUIPMENT TO
NORMAL PRODUCTION OPERATIONS**

(1) After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.

(2) After all tools have been removed from the machine or equipment, guards have been reinstalled and employees are in the clear, remove all lockout or tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

PROCEDURE INVOLVING MORE THAN ONE PERSON

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own assigned lockout device or tagout device on the energy isolating device(s). When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet that allows the use of multiple locks to secure it. Each employee will then use his/her own assigned lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.

**REMOVAL OF LOCKOUT OR TAGOUT DEVICES**

Lockout/tagout devices shall be removed from each energy-isolating device by the employee who applied it, EXCEPT:

1. Lockout/tagout devices may be removed by if the authorized employee who applied it is not available and:
	1. It is verified that the authorized employee who applied the device is not at the construction site;
	2. All reasonable efforts were made to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed and;
	3. The authorized employee has this knowledge before he/she resumes work at the construction site.

**INFORMING OUTSIDE CONTRACTORS**

 will inform all outside contractors of the elements of this program and obtain information regarding their lockout/tagout programs. This information shall be conveyed to our employees in an understandable manner. The work efforts covered by the procedure shall be fully coordinated and complied with.

**CONSTRUCTION AT AN ESTABLISHED PLANT**

When work is performed at an established plant, coordination will be made to determine the energy control measures required at the plant. This company will follow rules and train our personnel according to their requirements.

**SHIFT OR PERSONNEL CHANGES**

In the case of shift or personnel changes, a change over period will be established so that the authorized employees may exchange their assigned locks/tags. Authorized personnel assuming control of lockout of equipment will be fully briefed in the scope and stage of the work by those whom are being relieved.

PERIODIC EVALUATIONS

Periodically (at least annually) the effectiveness of the entire program will be evaluated by an authorized employee(s) other than the one(s) utilizing the energy control procedure being inspected. Any deviations or inadequacies shall be documented and corrected. These annual evaluations will be conducted during the month of .

The date of the inspection/evaluation will be documented on the Annual Inspection Report (Appendix C) and maintained as a part of this program until the next annual evaluation replaces it.

**TRAINING**

Training shall be given to all authorized, affected and other personnel as required by 29 CFR 1910.147 (c)(7) and 29 CFR 1910.332. Appendix I provides Key Points for Lockout/Tagout Training Program and shall be used as a training outline along with the appropriate sections of the standard.

In addition, a copy of the illustrated overview of the standard is provided in appendix J; copies can be made and handed out at the training session or transparencies can be made and projected by an overhead projector.

 will conduct training and prepare a record and certify that the employee training has been accomplished. The certification will be made on Appendix H (Training Record). will conduct retraining when there is:

1. A change in their job assignments,
2. A change in machines, equipment or processes that present a new hazard, or
3. Additional retraining shall also be conducted whenever the periodic inspection reveals, or whenever there is reason to believe, that there are deviations from or inadequacies in the employee’s knowledge or use of the energy control procedures.

**ELECTRICAL WORK PRACTICES**

The adoption of the following elements for electrical work is designed for in plant electrical work. This adoption of the following requirements is not intended to be used for high voltage work (over 600 volts), or exposure to overhead power lines.

**ELECTRICAL LOCKOUT/TAGOUT (29 CFR 1910.333(b))**

Electrical work requires a lock and a tag to be used together. However, a tag can be used by itself only if the electrical disconnecting source does not have lockout capabilities.

Locks can be placed without a tag only under the following conditions:

1. Only one circuit or piece of equipment is de-energized.
2. The lockout period does not extend beyond the work shift.
3. Employees exposed to the hazards associated with reenergizing the circuit or equipment are familiar with the procedure.

In addition, tags used without a lock must be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by use of a lock. Additional methods include, but are not limited to, removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnect device.

**ELECTRICAL TEST VERIFICATION OF DE-ENERGIZED CIRCUITS (29 CFR 1910.333(b)(iv)(B)**

A qualified person shall use test equipment to test the circuit elements and electrical parts of equipment to which employees will be exposed and shall verify that the circuit elements and equipment parts are de-energized. The test shall also determine if any energized condition exists as a result of inadvertently induced voltage or unrelated voltage backfeed even though specific parts of the circuit have been de-energized and presumed to be safe. If the circuit to be tested is over 600 volts, nominal, the test equipment shall be checked for proper operation immediately before and immediately after this test.

**WORK ON ENERGIZED CIRCUITS**

Approval must be obtained from or authorized maintenance supervisor prior to any work on energized circuits. or authorized maintenance supervisor will verify that by de-energizing circuits, it will create additional or increased hazards or it is infeasible due to equipment design or operational limitations.

*NOTE*: Working on energized parts requires the wearing of appropriate personal protective equipment. will be responsible for specifying appropriate personnel equipment to be used, to ensure compliance with 29 CFR 1910.335. Personal protective equipment for electrical hazards shall meet, be used and maintained in accordance with ANSI J6.1 through J6.7. Qualified employees for electrical work shall be aware of and follow the approach distances for qualified employees for alternating current as specified in Table K-2 of 29 CFR 1910.416.

ACCIDENTS CONCERNING LOCKOUT/TAGOUT

 will be responsible for fully investigating all lockout/tagout accidents. If the accident involved the control of hazardous energy with a single lockout source, a specific procedure will be written and included in appendix F before work is continued. If the accident involved a specific procedure for a piece of equipment, the lockout/tagout specific procedure will be evaluated and modified (if necessary) prior to authorizing work to continue.

APPENDIX A

**LIST OF AUTHORIZED LOCKOUT AND TAGOUT INDIVIDUALS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WORK CENTER** | **LOCK NUMBER** | **NAME** | **MECHANICAL** | **ELECTRICAL** |
| **YES** | **NO** | **YES** | **NO** |
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NOTE: AUTHORIZED ELECTRICAL LOCKOUT/TAGOUT REQUIRES QUALIFIED WORKER IN ACCORDANCE WITH SUBPART AS@ 29 CFR PART 1910.

APPENDIX B

**LIST OF AFFECTED EMPLOYEES BY JOB TITLES**

|  |  |
| --- | --- |
| **JOB TITLE** | **MACHINERY, EQUIPMENT OR PROCESS** |
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**LIST OF OTHER EMPLOYEES EXPOSED TO TAGOUT CONDITION**

(Applies Only Where Lockout Can’t Be Achieved)

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| --- | --- |
| **JOB TITLE** | **MACHINERY, EQUIPMENT OR PROCESS** |
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APPENDIX C

## ANNUAL EVALUATION REPORT

Date(s) of Evaluation \_\_\_\_\_\_\_\_\_\_\_\_\_.

Evaluation was made by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (PRINT)

General policy has been reviewed: YES NO

 (Circle one)

COMMENTS ON GENERAL POLICY:

THE FOLLOWING SPECIFIC PROCEDURES HAVE BEEN REVIEWED (LIST BELOW):

THE FOLLOWING SPECIFIC PROCEDURES WERE MODIFIED (LIST BELOW):

THE FOLLOWING SPECIFIC PROCEDURES WERE ADDED (LIST BELOW):

A REVIEW OF THE LOG OF OCCUPATIONAL INJURIES AND ILLNESSES (OSHA FORM 200 OR EQUIVALENT) AND THE ASSOCIATED ACCIDENT REPORTS AND INJURY/ILLNESS REPORTS (OSHA FORM 101 OR EQUIVALENT):

YES/NO (CIRCLE ONE)

THE FOLLOWING INJURIES RESULTED FROM LOCKOUT/TAGOUT (LIST BELOW):

IF INJURIES ARE LISTED ABOVE, INDICATE PROCEDURE NUMBER FOR APPLICABLE EQUIPMENT, PROCESS OR MACHINERY (LIST BELOW):

NOTE: These procedures shall be reviewed and modified as necessary:

COMMENTS:

SIGNATURE/TITLE DATE

**APPENDIX D**

**LOCKOUT/TAGOUT PROCEDURE/CHECKLIST**

**ENERGY SOURCE DETERMINATION**

DATE CONDUCTED BY

In order to determine all energy sources for each piece of equipment, all questions must be answered. If the question does not apply, write N/A in the blank. Circle "yes" or "no" or fill in the blank.

Location: Work Center:

Line: Equipment No.

Equipment Name: Model:

Specific Procedure No. Assigned: Serial No.:

List of authorized employees:

*TRAINING NOTE: 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.*

List of affected employees:

*TRAINING NOTE: 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.*

List of other employees:

*TRAINING NOTE: Where tagout systems are used, 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, blocked out, or tagged out.*

1. Does this equipment have:

**a. Electric power (including battery)? YES/NO**

If yes, Motor Control Center (MCC) or power panel and

breaker number

Does it have a lockout device? YES/NO

Battery location:

Battery disconnect location:

 **b. Mechanical power? YES/NO**

 Mark each type of energy source that applies:

 (1). Engine driven? YES/NO

 If yes, switch or key location

 Is lockout device installed? YES/NO

 If no, method of preventing operation

 (2). Spring loaded? YES/NO

 If yes, is there a method of preventing spring activation? YES/NO

 If no, how can spring tension be safely released or secured?

 (3). Counter weight(s)? YES/NO

 If yes, does it have a method of preventing movement? YES/NO

 If yes, can it be locked? YES/NO

 If no, how can it be secured?

 (4). Flywheel? YES/NO

 If yes, does it have a method of preventing movement? YES/NO

 If yes, can it be locked? YES/NO

 If no, how can it be secured?

 **c. Hydraulic power? YES/NO**

 If yes, location of main control/shut off valve

 Can control/shut off valve be locked in "off" position? YES/NO

 If no, location of closest manual shutoff valve

 Does manual shutoff valve have lockout device? YES/NO

 If no, what is needed to lock valve closed?

 Is there a bleed or drain valve to reduce pressure to zero? YES/NO

 If no, what will be required to bleed off pressure?

 **d. Pneumatic energy? YES/NO**

 If yes, location of main control/shut off valve

 Can control/shut off valve be locked in "off" position? YES/NO

 If no, location of closest manual shutoff valve

 Does manual shutoff valve have lockout device? YES/NO

 If no, what is needed to lock valve closed?

 Is there a bleed or drain valve to reduce pressure to zero? YES/NO

 If no, what will be required to bleed off pressure?

 **e. Chemical system? YES/NO**

 If yes, location of main control/shutoff valve

 Can control/shutoff valve be locked in off/closed position? YES/NO

 If no, location of closest manual shutoff valve

 Does manual shutoff valve have lockout device? YES/NO

 If no, what is needed to lock valve closed?

 Is there a bleed or drain valve to safely reduce system pressure and drain system of chemicals? YES/NO

 If no, how can system be drained and neutralized?

 What personal protective clothing or equipment is needed for this equipment?

 **f. Thermal energy? YES/NO**

 If yes, location of main control/shutoff valve

 Can control/shutoff valve be locked in "off" or closed position? YES/NO

 If no, location of closest manual shutoff valve

 Does manual shutoff valve have lockout device? YES/NO

 If no, what is needed to lock valve closed?

 Is there a bleed or drain valve to safely reduce system pressure and temperature and drain system? YES/NO

 If no, how can system pressure and temperature be reduced and drained?

 What personal protective clothing or equipment is needed for this equipment?

 Special precautions not noted above (i.e., fire hazards, chemical reactions, required cool down periods etc.):

Recommendations or Comments:

Completed by: Reviewed by:

Approved by:

APPENDIX E

**LIST OF ENERGY CONTROL PROCEDURES**

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| **PROCEDURE NO.** | **EQUIPMENT, MACHINERY OR PROCESS** |
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APPENDIX F

EQUIPMENT, MACHINERY, OR PROCESS:

SPECIFIC PROCEDURE NO.: - (YEAR-NUMBER SEQUENTIALLY)

DATE APPROVED/IMPLEMENTED:

ENERGY CONTROL MEASURES USED IN THIS SPECIFIC PROCEDURE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LOCK | TAG | BLOCK | BLIND | OTHER (SPECIFY MEASURES USED)  |
| YES/NO | YES/NO | YES/NO | YES/NO |  |

**SPECIFIC PROCEDURE**

*NOTE: Required for all equipment, machinery, and/or processes that fails to meet the exceptions noted in 29 CFR 1910.147(c)(4)(I).*

1. The purpose of this specific procedure is to protect the employees of .

*NOTE: Failure to comply with these procedures will result in
disciplinary action and may result in employee discharge.*

2. Type(s) and magnitude(s) of energy and hazards:

3. Name(s)/job title(s) of employees authorized to lockout/blockout/tagout:

4. Name(s)/job title(s) of affected employees and how to notify:

5. Name(s)/job title(s) of other employees (if applicable):

6. Type(s) and location of energy isolating means:

7. Type(s) of stored energy - methods to dissipate or restrain:

8. Additional method(s) selected to ensure that tags provide adequate level of safety (i.e., removal of an isolating circuit element, blocking of a controlling switch, opening of an extra disconnecting device, the removal of a valve handle to reduce the likelihood of inadvertent energization, blocks to support elevated members, blinds in pipes, etc.):

9. Type(s) of equipment checked to ensure disconnections:

10. Name(s)/job title(s) of employees authorized for group lockout/tagout:

11. Special precautions not noted above (i.e., fire hazards, chemical reactions, required cool down periods, etc.):

APPENDIX G

**METHODS OF TAG AND LOCK IDENTIFICATION**

|  |  |
| --- | --- |
|  | RECORD SERIAL NUMBER ON APPENDIX A TO IDENTIFY EMPLOYEE ASSIGNED. ALL LOCKS WILL BE OF (LIST BRAND NAME OF LOCK) BRAND.ONE KEY WILL BE ISSUED TO THE EMPLOYEE AND THE SECOND KEY WILL BE DESTROYED. |

TAGS WILL ALWAYS BE SECURED BY A NYLON SELF LOCKING TIE, WHICH WILL REQUIRE CUTTING THE NYLON SELF LOCKING TIE TO REMOVE.



NOTE: OTHER METHODS OF IDENTIFYING LOCKS AND TAGS ARE ACCEPTABLE. THESE OTHER METHODS ARE SPECIFIED IN 29 CFR 1910.147(c)(5).

APPENDIX H

**TRAINING RECORD/CERTIFICATION FOR**

**ENERGY CONTROL TRAINING - LOCKOUT/BLOCKOUT/TAGOUT**

This is to certify that the undersigned conducted training in accordance with 29 CFR 1910.147(c)(7) and the provisions of this lockout/tagout program. The following individuals received training on this company’s energy control program.

*NOTE: This is not a certification for the training required for those exposed to electrical shock hazards as required by 29 CFR 1910.332.*

|  |  |  |
| --- | --- | --- |
| **PRINT****NAME** | **SIGNATURE****OF EMPLOYEE** | **INDICATE TYPE OF TRAINING** |
| **AUTHORIZED** | **AFFECTED** | **OTHER** |
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PRINT INSTRUCTOR’S NAME TITLE INSTRUCTOR’S SIGNATURE

APPENDIX I

**KEY POINTS FOR LOCKOUT/TAGOUT TRAINING PROGRAM**

#### GENERAL RULES

Procedures developed, documented and utilized for control of potentially hazardous energy.

Employer has provided locks, tags, chains, wedges, key blocks, adapter pins, self locking fasteners, or other hardware for isolating, securing or blocking machines or equipment.

Lockout/Tagout devices singularly identified.

Lockout/Tagout devices are used only for controlling energy.

Lockout/Tagout devices are not used for other purposes.

Durable lockout/tagout devices must be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

Standardized lockout/tagout devices must be standardized within each facility in at least color, shape or size.

* For tagout devices, also standardized print and format.
* Must be legible and understandable. (Bi-lingual?)

Identifiable lockout/tagout devices must indicate the identity of the employee applying the devices.

When major modifications are made to machinery electrical systems or when new machinery is installed, the energy source must be designed to accept a lockout device.

Inspection conducted at least annually.

Performed by authorized employee other than those utilizing energy control procedure under inspection.

Designed to correct any deviations or inadequacies observed.

Include review of each authorized employee's responsibilities under the procedure(s). If tagout is used, then include review of limitations of tags.

**Substantial: Tagout devices and means of attachment.**

* Sufficient to prevent inadvertent or accidental removal.
* Attachment means must be non-reusable type; attached by hand; self locking; non-releasable with minimum unlocking strength no less than 50 pounds; at least equivalent in design and characteristics to one-piece, all environment tolerant nylon cable tie; and if used with electrical must be non-conductive.

**Warnings:**

* Warn against hazardous conditions if machine or equipment will be or is energized.
* Legend such as "Do Not Start", "Do Not Close", "Do Not Energize", "Do Not Operate".

**Training: Limits of tags.**

* Warning devices, not physical restraint.
* Do not remove without authorization; never bypass, ignore, or otherwise defeat tag.
* Must be legible and understandable.
* Tags and means of attachment must be made of materials that will withstand workplace environmental conditions.
* May evoke false security; understand meaning.
* Securely attached to energy isolating devices.

**Application:**

* Clearly indicate that the operation or movement of energy isolating devices from "safe" or "off" position is prohibited.
* Attach at the same point that lock would have been attached (if lockout capability exists).
* If cannot affix to energy isolating device, then affix as close as safely possible and in an obvious position.
1. *NOTE: The terminology used in this instruction is derived from the OSHA standards. See 29 CFR 1910.147(b) and 399.* [↑](#footnote-ref-1)