

**GENERATOR SERVICE VENDOR
LOCKOUT/TAGOUT POLICY
KEENE STATE COLLEGE**

Written by:

William Sevigny

Powers Generator Service

EHS Manual

Lockout/Tagout Policy

Effective 11/15/2010

Table of Contents

- I. Purpose
- II. Scope
- III. Responsibilities
- IV. Lockout/Tagout and Verification Procedures
- V. Restoring Equipment to Service
- VI. Training
- VII. Periodic Inspection
- Appendix A: Definitions
- Appendix B: References
- Appendix C: 29CFR1910.147
- Appendix D: 29CFR1926.417
- Appendix E: Lockout/Tagout Training
- Appendix F: Periodic Review Form
- Appendix G: Sample Lockout/Tagout Record Form

- I. **PURPOSE:** This policy sets forth the minimum safety requirements for the lockout and tagout of hazardous energy sources as well as the verification of energy isolation through the use of testing equipment. This policy is in place for the service and maintenance of equipment. It is to be used to insure that potential hazardous energies are isolated from the equipment being serviced or maintained. Sources of stored energy, such as capacitors or springs, shall be relieved of their energy, and a mechanism shall be engaged to prevent the re-accumulation of energy.
- II. **SCOPE:** This document has been written for the contracted generator service company maintaining the generators at Keene State College and shall be used in conjunction with Keene State College's written policy. The policy and procedures detailed in this document apply to all workers who may be exposed to hazardous energy while performing any servicing, maintenance or modification of equipment on these premises. Also detailed in this document are the procedures to be followed by service technicians and installers performing service, maintenance or installations out in the field. The lockout/tagout and verification procedures identified in this document must be strictly followed when it is necessary to work on any equipment that generates, holds or may release any form of hazardous energy while the equipment is shut down.
- III. **RESPONSIBILITIES:** All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. All authorized employees will perform lockout as it is described in this document. No employee, upon observing a machine or piece of equipment which is locked out, will attempt to start, energize or use that machine or piece of equipment. All employees shall be trained in the significance of the policy and procedure. Failure to follow the policy and procedures in this document will result, at the minimum, in retraining in the program. The program will be periodically audited to maintain compliance.
- IV. **LOCKOUT/TAGOUT AND VERIFICATION PROCEDURES:**
 - A. **General Procedure:** Before starting any Lockout/Tagout procedure, the authorized employee performing the work shall locate and identify all isolating devices to be sure which switches, valves or other energy isolating devices apply to the equipment to be locked out. The employee shall also know the location of any sources of stored energy.
 - B. **Sequence of Lockout:**
 1. The authorized employee shall initiate the lockout/tagout record form.

2. The authorized employee shall notify all affected employees that servicing or maintenance is required on the piece of equipment and that the equipment must be shut down and locked out to perform the servicing or maintenance.
3. The authorized employee shall identify the type and magnitude of the energy that the machine or equipment utilizes (for example; electricity and the nominal voltage available), understand the hazards of each energy source and know the methods that will be used to control the energy.
4. The machine or equipment shall be shut down by the normal stopping procedure (such as depressing a stop button, opening switches or closing valves).
5. The authorized employee shall put the equipment disconnect switch in the “off” position and attach his/her assigned lock to the handle of the disconnect switch and remove the key. *Always use a lock rather than a tag when it's possible to lock the energy source out.* The following information will be posted on or at the lock:
 - a. Name of authorized person.
 - b. Date of shut down
 - c. Contact information of authorized person
 - d. Purpose of the lockout
 - e. Any other relevant information
6. All stored or residual energy such as that in capacitors, springs, rotating wheels, etc., must be dissipated or restrained by methods such as grounding, blocking, repositioning, etc.
7. The authorized employee shall make sure all employees are safely positioned and not exposed to any hazards in regards to the equipment or machine.
8. The authorized employee shall verify that the machine or equipment is disconnected from all energy source(s) by operating the push button or other normal operating controls, or by otherwise testing to make certain that the machine or equipment will not operate. Verifying the isolation of voltage will take place using the following steps:

- a. Verify the operation of the testing equipment by testing a known source of voltage.
- b. Check for voltage at the machine or piece of equipment and verify that there is none present.
- c. Confirm operation of testing equipment by testing the known source of voltage.

9. The equipment or machine is now locked out (tagged out).

10. Lock and tag shall remain in place until the work on the machine or equipment is 100 percent complete.

C. Procedure involving more than one person: In the preceding steps, if more than one person is required to lockout equipment, each of the authorized persons shall place his/her own lock on the energy isolating device. In this event a multiple hasp lockout device may be used if necessary. Each personal lock shall have a unique key. Each person attaching a lock shall fill out a record form and all of the record forms for the event shall be attached and filed together.

V. RESTORING EQUIPMENT TO SERVICE: Once the servicing or maintenance is 100 percent completed and the equipment is ready to return to its normal operating condition, the following list of steps shall be followed:

- A. The machine or equipment and the immediate area surrounding shall be visually inspected for any nonessential items and to verify that the components of the machine or equipment are operationally intact.
- B. Visually inspect the work area to ensure that all personnel are safely positioned or removed from the area.
- C. Confirm that the equipment or machine's operating controls are off or in neutral.
- D. Remove the lock(s) and the lockout device(s) and reenergize the machine or equipment.
- E. At this point the authorized employee shall notify the affected employees that the maintenance or servicing is complete and that the machine or equipment is ready for use.

F. The lockout record should be completed and filed.

- VI. TRAINING:** General awareness training shall be done to ensure that every employee, authorized and affected, knows and understands the purpose, contents, and application of this program to the level necessary for their job requirements. Affected employees are required to be trained in Lockout/Tagout awareness, why Lockout/Tagout is implemented, how to recognize Lockout/Tagout, and why it is prohibited to attempt to start or re-energize any equipment that has been locked and/or tagged out.

Authorized employees shall be trained in recognizing applicable hazardous energy sources, the type and magnitude of the energy available, the Lockout/Tagout policy in place and the procedures for isolating the hazardous energy source(s).

Retraining or additional training will be required if new machines or equipment are introduced, if an employee has a change in job assignment which could affect their lockout responsibilities, if new hazards are introduced or if failure to follow the policy and procedures takes place.

Training records shall be maintained and shall record the names of the individuals who participated in the training, dates of the trainings and the topics covered.

For a list of recommended training topics see Appendix E.

- VII. PERIODIC INSPECTION:** Inspection and audit of the Lockout/Tagout policy and procedures shall be conducted periodically, at least annually, to maintain compliance with the OSHA standards. The audits shall be recorded and maintained for at least 5 years. The audits shall involve interviews with authorized and affected employees and should include discussions on unsafe practices that have been observed since the last audit, any changes with machines or equipment, changes in need in regards to Lockout/Tagout equipment, any needs in additional training, and any other questions or concerns regarding the policy and procedures.

For a sample Periodic Inspection review form see Appendix F.

APPENDIX A

Definitions

Definitions

- **Affected Person:** A person whose job requires him/her to be near or around the hazard zone (but not within the hazard zone) when equipment or apparatus is being maintained or serviced under a locked-out or tagged-out condition.
- **Authorized Person:** A person approved or assigned by the employer to perform a specific type of duty or duties or to be at a specific location or locations at the jobsite. An affected person becomes an authorized person when that person's duties include performing servicing or maintenance.
- **Boundary, Arc Flash Protection:** When an arc flash hazard exists, an approach limit at a distance from a prospective arc source within which a person could receive a second degree burn if an electrical arc flash were to occur.
- **Boundary, Limited Approach:** An approach limit at a distance from an exposed energized electrical conductor or circuit part within which a shock hazard exists.
- **Boundary, Prohibited Approach:** An approach limit at a distance from an exposed energized electrical conductor or circuit part within which work is considered the same as making contact with the electrical conductor or circuit part.
- **Boundary, Restricted Approach:** An approach limit at a distance from an exposed energized electrical conductor or circuit part within which there is an increased risk of shock, due to electrical arc over combined with inadvertent movement, for personnel working in close proximity to the energized electrical conductor or circuit part.
- **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 with the device in the "off" or de-energized position, 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.
- **Competent Person:** A person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

- **Cord and Plug Powered Equipment:** Portable electric equipment, such as power tools, computers, printers, appliances, etc., 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 continuous control of the employee performing the servicing or maintenance.
- **De-energized:** Free from any electrical connection to a source of potential difference and from electrical charge; not having a potential different from that of the earth.
- **Dissipated:** A condition where all stored energy has been reduced to a non-hazardous level. Most commonly used with energy storing devices such as capacitors, pressure receivers, accumulators, reservoirs, or springs.
- **Electrical Hazard:** A dangerous condition such that contact or equipment failure can result in electric shock, arc flash burn, thermal burn, or blast.
- **Energy:** Kinetic energy due to mechanical motion and/or potential energy due to the stored energy of position(e.g., gas in a pressure vessel, water in a pressurized cooling system, electrons in a capacitor)
- **Energy Isolating Device:** A mechanical device that physically prevents the transmission or release of energy. Energy isolating devices must be capable of allowing a lock to be installed. Push buttons, selector switches, software interlocks or control circuit type devices are not energy isolating devices and cannot be used to isolate hazardous energy.
- **Energy Source:** Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy, including ionizing and non-ionizing radiation.
- **Exposed(as Applied to Live Parts):** capable of being inadvertently touched or approached nearer than a safe distance by a person. It is applied to parts that are not suitably guarded, isolated, or insulated.
- **Hazard Zone:** The space near a source of hazardous energy where a person could be harmed if the hazardous energy was suddenly or unexpectedly released, such as the unexpected release of stored pressure, the unexpected movement of a machine, or the spray from a hazardous chemical that was unexpectedly released.
- **Hazardous Energy:** Energy, that if not controlled is of such a magnitude that it is capable of causing harm to a person or loss of resources.

- **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.
- **Qualified Person:** A person who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.
- **Service 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. Using tagout alone as a form of hazardous energy control is not a positive means of controlling hazardous energy.
- **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.
- **Verify:** The establishing of actual facts. The authorized person establishes that the correct action was preformed. They witness the testing preformed by someone else or they perform the testing themselves.

APPENDIX B

References

Standards/References:

- 29 CFR 1926 Subpart K
- 29 CFR 1910 Subpart S
- NFPA 70E, *Standard for Electrical Safety in the Workplace*, 2009 Edition
- Cadick, Capelli-Schellpfeffer and Neitzel. *Electrical Safety Handbook Third Edition*. New York: McGraw Hill, 2006.
- Reese, Edison. *Handbook of OSHA Construction Safety and Health Second Edition*. New York: Taylor & Francis Group, 2006.

APPENDIX C

CFR1910.147

APPENDIX D

CFR1926.417

APPENDIX E

Lockout/Tagout Training

Lockout/Tagout Training

Recommended training can include, but is not limited to, the following:

- Recognizing lockout/tagout devices
- Installing lockout/tagout devices
- Duty of employer in writing procedures
- Duty of employee in executing procedures
- Duty of person-in-charge
- Authorized and unauthorized removal of locks/tags
- Enforcing execution of lockout/tagout procedures
- Simple lockout/tagout
- Complex lockout/tagout
- Using single line and diagrammatic drawings to identify sources of energy
- Use of tags and warning signs
- Release of stored energy
- Personnel accounting methods
- Grounding needs/requirements
- Safe use of voltage detecting instruments

APPENDIX F

Periodic Review Form

LOCKOUT/TAGOUT PERIODIC REVIEW FORM

Contracted Generator Service

Date of Review: _____

Review Administrator: _____

Personnel interviewed for this review

- **Supervisors:**

- **Authorized Employees:**

- **Affected Employees:**

Unsafe practices reported:

Questions or concerns discussed:

Corrective actions to be taken:

Additional Training needed/scheduled:

Changes to be made to policy or procedures:

Additional notes:

Scheduled date for next review:

APPENDIX G

Sample Lockout/Tagout Record Form

LOCKOUT/TAGOUT RECORD FORM

Contracted Generator Service

Date initiated:

Authorized Employee:

Location of Lockout event:

Equipment being locked out:

Exact location of lockout device:

Nature of work being preformed:

Were all the proper steps taken during the lockout procedure (if not, explain):

Procedure check list:

- Notify affected employees
- Identify type and magnitude of energy
- Shut off equipment
- Turn off disconnect and attach lock and tag
- Dissipate any stored energy
- Verify isolation of energy source

Lockout device used (if a different device would have worked better explain):

Project completion date:

Date of lock removal (is the task 100 percent complete, if not explain):

Signature of Authorized employee:

If multiple persons are involved in this lockout event, each person placing a lock on the lockout device is required to fill out a record form. The forms should all be attached. Check here if applicable: _____

[Code of Federal Regulations]
[Title 29, Volume 5]
[Revised as of July 1, 2002]
From the U.S. Government Printing Office via GPO Access
[CITE: 29CFR1910.147]

[Page 488-496]

TITLE 29--LABOR

CHAPTER XVII--OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION, DEPARTMENT OF LABOR

PART 1910--OCCUPATIONAL SAFETY AND HEALTH STANDARDS--Table of Contents

Subpart J--General Environmental Controls

Sec. 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

[[Page 489]]

energization or start up of the machines or equipment, or release of stored energy could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy.

(ii) This standard does not cover the following:

- (A) Construction, agriculture and maritime employment;
- (B) Installations under the exclusive control of electric utilities for the purpose of power generation, transmission and distribution, including related equipment for communication or metering; and
- (C) Exposure to electrical hazards from work on, near, or with conductors or equipment in electric utilization installations, which is covered by subpart S of this part; and
- (D) Oil and gas well drilling and servicing.

(2) Application. (i) This standard applies to the control of energy during servicing and/or maintenance of machines and equipment.

(ii) Normal production operations are not covered by this standard (See subpart O of this part). Servicing and/or maintenance which takes place during normal production operations is covered by this standard only if;:

- (A) An employee is required to remove or bypass a guard or other safety device; or
- (B) An employee is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

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

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

(A) Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or start up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of the employee performing the servicing or maintenance.

(B) 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

[[Page 490]]

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 being locked out, the employer's energy control program under paragraph (c)(1) of this section shall utilize a tagout system.

(ii) If an energy isolating device is capable of being locked out, the employer's energy control program under paragraph (c)(1) of this section shall utilize lockout, unless the employer can demonstrate that the utilization of a tagout system will provide full employee protection as set forth in paragraph (c)(3) of this section.

[[Page 491]]

(iii) After January 2, 1990, whenever replacement or major repair, renovation or modification of a machine or equipment is performed, and whenever new machines or equipment are installed, energy isolating devices for such machine or equipment shall be designed to accept a lockout device.

(3) Full employee protection. (i) When a tagout device is used on an energy isolating device which is capable of being locked out, the tagout

device shall be attached at the same location that the lockout device would have been attached, and the employer shall demonstrate that the tagout program will provide a level of safety equivalent to that obtained by using a lockout program.

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

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

Note: Exception: The employer need not document the required procedure for a particular machine or equipment, when all of the following elements exist: (1) The machine or equipment has no potential for stored or residual energy or reaccumulation of stored energy after shut down which could endanger employees; (2) the machine or equipment has a single energy source which can be readily identified and isolated; (3) the isolation and locking out of that energy source will completely deenergize and deactivate the machine or equipment; (4) the machine or equipment is isolated from that energy source and locked out during servicing or maintenance; (5) a single lockout device will achieve a locked-out condition; (6) the lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance; (7) the servicing or maintenance does not create hazards for other employees; and (8) the employer, in utilizing this exception, has had no accidents involving the unexpected activation or reenergization of the machine or equipment during servicing or maintenance.

(ii) The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to, the following:

- (A) A specific statement of the intended use of the procedure;
- (B) Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy;
- (C) Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them; and
- (D) Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

(5) Protective materials and hardware. (i) Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware shall be provided by the employer for isolating, securing or blocking of machines or equipment from energy sources.

(ii) Lockout devices and tagout devices shall be singularly identified; shall be the only device(s) used for controlling energy; shall not be used for other purposes; and shall meet the following requirements:

- (A) Durable. (1) Lockout and tagout devices shall be capable of

withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

(2) Tagout devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.

(3) Tags shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.

[[Page 492]]

(B) Standardized. Lockout and tagout devices shall be standardized within the facility in at least one of the following criteria: Color; shape; or size; and additionally, in the case of tagout devices, print and format shall be standardized.

(C) Substantial--(1) Lockout devices. Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.

(2) Tagout devices. Tagout devices, including 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 ones(s) utilizing the energy control procedure being inspected.

(B) The periodic inspection shall be conducted to correct any deviations or inadequacies identified.

(C) Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.

(D) Where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure being inspected, and the elements set forth in paragraph (c)(7)(ii) of this section.

(ii) The employer shall certify that the periodic inspections have been performed. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection.

(7) Training and communication. (i) The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills

required for the safe application, usage, and removal of the energy controls are acquired by employees. The training shall include the following:

(A) Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

(B) Each affected employee shall be instructed in the purpose and use of the energy control procedure.

(C) All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.

(ii) When tagout systems are used, employees shall also be trained in the following limitations of tags:

(A) Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.

(B) When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.

[[Page 493]]

(C) Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.

(D) Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

(E) Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.

(F) Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

(iii) Employee retraining.

(A) Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

(B) Additional retraining shall also be conducted whenever a periodic inspection under paragraph (c)(6) of this section reveals, or whenever the employer has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

(C) The retraining shall reestablish employee proficiency and introduce new or revised control methods and procedures, as necessary.

(iv) The employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

(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:

(1) Preparation for shutdown. Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.

(2) Machine or equipment shutdown. The machine or equipment shall be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.

(3) Machine or equipment isolation. All energy isolating devices that are needed to control the energy to the machine or equipment shall be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

(4) Lockout or tagout device application. (i) Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.

(ii) Lockout devices, where used, shall be affixed in a manner to that will hold the energy isolating devices in a ``safe'' or ``off'' position.

(iii) Tagout devices, where used, shall be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the ``safe'' or ``off'' position is prohibited.

(A) Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment shall be fastened at the same point at which the lock would have been attached.

(B) Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

(5) Stored energy. (i) Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.

[[Page 494]]

(ii) If there is a possibility of reaccumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

(6) Verification of isolation. Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee shall verify that isolation and deenergization of the machine or equipment have been accomplished.

(e) Release from lockout or tagout. Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures shall be followed and actions taken by the authorized employee(s) to ensure the following:

(1) The machine or equipment. The work area shall be inspected to ensure that nonessential items have been removed and to ensure that

machine or equipment components are operationally intact.

(2) Employees. (i) The work area shall be checked to ensure that all employees have been safely positioned or removed.

(ii) 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:

(i) Verification by the employer that the authorized employee who applied the device is not at the facility;

(ii) Making all reasonable efforts to contact the authorized employee to inform him/her that his/her lockout or tagout device has been removed; and

(iii) Ensuring that the authorized employee has this knowledge before he/she resumes work at that facility.

(f) Additional requirements--(1) Testing or positioning of machines, equipment or components thereof. In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

(i) Clear the machine or equipment of tools and materials in accordance with paragraph (e) (1) of this section;

(ii) Remove employees from the machine or equipment area in accordance with paragraph (e) (2) of this section;

(iii) Remove the lockout or tagout devices as specified in paragraph (e) (3) of this section;

(iv) Energize and proceed with testing or positioning;

(v) Deenergize all systems and reapply energy control measures in accordance with paragraph (d) of this section to continue the servicing and/or maintenance.

(2) Outside personnel (contractors, etc.). (i) Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site employer and the outside employer shall inform each other of their respective lockout or tagout procedures.

(ii) The on-site employer shall ensure that his/her employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.

(3) Group lockout or tagout. (i) When servicing and/or maintenance is performed by a crew, craft, department or other group, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.

(ii) Group lockout or tagout devices shall be used in accordance with the

procedures required by paragraph (c)(4) of this section including, but not necessarily limited to, the following specific requirements:

(A) Primary responsibility is vested in an authorized employee for a set number of employees working under the protection of a group lockout or tagout device (such as an operations lock);

(B) Provision for the authorized employee to ascertain the exposure status of individual group members with regard to the lockout or tagout of the machine or equipment and

(C) When more than one crew, craft, department, etc. is involved, assignment of overall job-associated lockout or tagout control responsibility to an authorized employee designated to coordinate affected work forces and ensure continuity of protection; and

(D) Each authorized employee shall affix a personal lockout or tagout device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.

(4) Shift or personnel changes. Specific procedures shall be utilized during shift or personnel changes to ensure the continuity of lockout or tagout protection, including provision for the orderly transfer of lockout or tagout device protection between off-going and oncoming employees, to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy.

Note: The following appendix to Sec. 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 Sec. 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

(1) 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.

(2) The authorized employee shall refer to the company procedure to identify the type 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.

[[Page 496]]

Type(s) and magnitude(s) of energy, its hazards and the methods to control the energy.

(3) 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.

(4) 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.

(5) Lock out the energy isolating device(s) with assigned individual lock(s).

(6) 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.

(7) 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.

(8) 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.

(1) 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.

(2) Check the work area to ensure that all employees have been safely positioned or removed from the area.

(3) Verify that the controls are in neutral.

(4) 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.

(5) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

[54 FR 36687, Sept. 1, 1989, as amended at 54 FR 42498, Oct. 17, 1989; 55 FR 38685, 38686, Sept. 20, 1990]

• Part Number:	1926
• Part Title:	Safety and Health Regulations for Construction
• Subpart:	K
• Subpart Title:	Electrical
• Standard Number:	<u>1926.417</u>
• Title:	Lockout and tagging of circuits.

1926.417(a)

Controls. Controls that are to be deactivated during the course of work on energized or deenergized equipment or circuits shall be tagged.

1926.417(b)

Equipment and circuits. Equipment or circuits that are deenergized shall be rendered inoperative and shall have tags attached at all points where such equipment or circuits can be energized.

1926.417(c)

Tags. Tags shall be placed to identify plainly the equipment or circuits being worked on.

[58 FR 35181, June 30, 1993; 61 FR 9227, March 7, 1996; 61 FR 41738, August 12, 1996]
