

Control of Hazardous Energy (Lockout/Tagout) --- 29 CFR 1910.147

SAMPLE PROGRAM

This sample hazardous energy control program is provided as a guide to help you, the employer, implement OSHA's Control of Hazardous Energy (Lockout/Tagout) standard (29 CFR 1910.147) in your workplace. In order to comply with the standard and provide effective protection against hazardous energy, the program must be tailored to each specific worksite. Be sure to modify the sample to reflect the actual conditions at your worksite. Because OSHA requirements provide minimal protection, your program may include additional protections.

The Lockout/Tagout Standard helps protect workers from hazardous energy while they are performing service or maintenance on machine and equipment. This rule requires, in general, that before machinery or equipment is serviced, it must be turned off and disconnected from the energy source and locked or tagged out. Covered workplaces must develop a written energy control program and put it to use.

If your employees service or maintain machines where the unexpected startup, energization, or the release of stored energy could cause injury, the standard likely applies to you. The standard applies to all sources of energy, including, but not limited to: mechanical, electrical, hydraulic, pneumatic, chemical, and thermal energy. The standard also does not cover the agriculture, construction, and maritime industries or oil and gas well drilling and servicing.

OSHA's [interactive training program on Lockout/Tagout](#) can help you understand the regulation.

To prepare your plan, follow these steps:

1. Read the [Control of Hazardous Energy Standard, 29 CFR 1910.147](#)
2. Follow the sample program in order, adding information specific to your worksite. Review the related sections of the standard as you work on each major program section.

Note: "Tagout" is not been included in this sample program. This standard requires lockout unless "the employer can demonstrate that the utilization of a tagout system will provide full employee protection as set forth in paragraph (c)(3) of this section" [see 1910.147 (c)(2)(ii)]. There is a much greater risk of employee injury when tagout is used. Plus, a variety of heavy-duty rigid plastic lockout adapter devices are readily available. Therefore tagout is not recommended.

The information contained in this sample program is not considered a substitute for any provisions of any OSHA standard. Use of this sample program does not guarantee compliance with applicable standards. We suggest that a qualified person review your final program.

Sample Hazardous Energy Control Program

Name of Agency: _____

Date Prepared: _____

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I. PURPOSE

The purpose of this program is to protect employees of _____ (name of Agency) from injuries while servicing and maintaining equipment.

II. SCOPE

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

III. RESPONSIBILITY

- 1. 1. _____ (name of person or title) is designated as the Program Coordinator for this company. Specific responsibilities include:
 - a. Provide Hazardous Energy Control training to employees.
 - b. Maintain a current listing of employees who have completed lockout training.

- c. Maintain a current listing of all equipment/machines that fall under the Hazardous Energy Control program. Listing is to be updated each time a change occurs.
- d. Implement and enforce this program.
- e. Maintain an adequate supply of padlocks and DANGER tags for use each time a lockout process is performed. Padlocks are located _____ (location where locks are stored).
- f. Conduct the annual inspection and review as required by section VII.

2. Each supervisor is responsible for the effective use of this program in the work group and to see that all required procedures are followed in every instance.
3. Each employee is responsible for learning and following the procedures and practices developed under this program. Notify the Program Coordinator prior to a lockout process.

IV. BASIC LOCKOUT PRINCIPLES

All equipment must be locked out to protect against accidental or inadvertent operation, when operation could cause injury to personnel. Locks are to be applied and removed only by the authorized employee who is performing the servicing or maintenance.

No one should attempt to operate locked-out equipment.

Disciplinary action will be applied if any employee violates these procedures, regardless of whether or not physical harm or equipment damage results.

Lockout devices (padlocks) with an appropriate DANGER warning tag shall be used only for energy control. Prior to the servicing or maintenance of equipment a padlock and DANGER warning tag will be obtained from the Program Coordinator. Each padlock will be keyed differently with no master key or duplicate keys available.

V. TRAINING

Each **authorized employee** will be trained 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.

- **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 the standard.

All other employees who do not work in areas where lockout may be used will be provided a brief overview of the lockout program.

Training in lockout will be given to all new employees as a part of their orientation. Retraining will be conducted whenever there is a change in job assignment, a change in machinery or equipment or process change that presents a new hazard.

Training records will be kept for all employees covered under the standard.

VI. LOCKOUT PROCEDURES

A. A. SEQUENCE OF LOCKOUT:

B. The following are specific procedures to be followed for lockout.

1. Notify the Program Coordinator, _____ (name and phone #).
2. Notify all affected employees that lockout is going to be utilized and the reason why.
3. If the machine/equipment is in operation, shut it down by the normal shutdown procedure.
4. Operate the appropriate switch, valve, etc., so that the machine/equipment is isolated from the energy source.
5. Lock the energy isolating devices, using assigned locks and danger tags.
6. Release, restrain, or dissipate any stored energy.
7. Verify that energy isolation is complete, by attempting to start the affected machinery or equipment in the normal manner.
8. After testing, return all operation controls to the "neutral" or "off" positions.

C. RESTORATION TO NORMAL:

1. 1. After service or maintenance is complete, check the area to ensure that no employees are exposed.
2. 2. Remove all tools and repair equipment.
3. 3. Ensure that all guards have been replaced and all safety interlocks reactivated (if so equipped).
4. 4. Verify that the operating controls are in the "off" or neutral position.
5. 5. Remove all lockout and tag devices and activate the energy isolation devices to restore energy.

VII. PROGRAM INSPECTION AND REVIEW

At least annually, the Program Coordinator will verify the effectiveness of the energy control procedures. These inspections shall provide for a demonstration of the procedures and may be carried out through random audits and observations.

The inspector will review the Hazardous Energy Control Procedure with all authorized employees and actually observe the use of the procedure. This inspection will be certified and documented by the inspector using a Hazardous Energy Control Lockout Program Inspection form.

These inspections are to ensure that the energy control procedures are being properly used and to provide a check on the continued adherence to the procedures. _____ (name of person or title) will certify that the prescribed inspections have been performed. Any deficiencies will be corrected immediately, either by modification of the procedure, retraining of employees, or a combination of both.

Annual Lockout/Tagout Administrative Review Form

VIII. OUTSIDE CONTRACTORS

Outside personnel or contractors involved in lockout of equipment or machinery that affects our employees must submit their energy control procedures, in writing, to the Program Coordinator. All affected employees must be trained in and familiar with the contractor's submitted procedure.

In order to protect our employees, the contractor's work area will be isolated, and access by our employees will be restricted. If this is impractical or cannot be accomplished, the Program Coordinator must assure the contractor's compliance with proper work procedures, energy isolation procedures and contractor employee compliance.

Contractors failing to adhere to the provisions of the OSHA Hazardous Energy Control standard will be asked to terminate their work until their program is brought into compliance.

NOTE: The following 3 attachments are screen shots of sample records forms, Create your own within WORD: tables

Attachment 1

Sample Hazardous Energy Control Program

TRAINING RECORD

The following company employees have received Hazardous Energy Control (Lockout) training.

NAME	DEPT	TYPE OF TRAINING*	DATE

*Authorized, Affected, or Other

Attachment #2

Lockout Equipment Listing

The following machines and equipment fall under the requirements of 29 CFR 1910.147. For this reason appropriate lockout procedures must be performed each time servicing or maintenance is done.

Equipment/Machine	Identification	Location	Date Listed

Lockout Program Inspection

At least annually an inspector will review the Hazardous Energy Control Procedure with all authorized employees and actually observe the use of the procedure.

Employee Name	Procedures being followed? Yes/No	Comments/Deficiencies	Date Corrected

Attachment #4

Annual Lockout/Tagout Administrative Review

Facility: _____ **Date** _____

The Lockout /Tagout procedures for this facility have been reviewed for necessary changes. Each piece of equipment is listed and the required Lockout /Tagout isolation points (valves, breakers, disconnects, etc.) are properly identified.

Responsible Manager _____

The following changes have been made: (if no changes write "None")
