



Department of

*Environmental  
Safety,  
Sustainability and Risk*

DIVISION OF ADMINISTRATIVE AFFAIRS

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**LOCKOUT TAGOUT  
PLAN  
(CONTROL OF HAZARDOUS ENERGY)**

Approved as UM Policy – March 1996

Revised – May 2013



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## Table of Contents

Table of Contents	i
Policy Statement	1
Glossary of Terms	3
Information and Training	4
Procedures	5
Implementing Lockout/Tagout	7
I.    Preparation for Shutdown	8
II.   Shutdown of Machine	8
III.  Return Equipment to Service	10
IV.  Periodic Inspection	11
Appendix I – Lock Color Coding	12
Appendix II – OSHA Control of Hazardous Energy Standard (29 CFR 1910.147)	13
Appendix III – Selection and Use of Work Practices (29 CFR 1910.333(b))	22
Appendix IV – Specific Instructions for Hazardous Machinery	25
Appendix V – Using the LOTO Plan	27
Appendix VI – Lock-Out/Tag-Out Annual Certification Form	28

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# Policy Statement

## VI-14.00(A) UMCP POLICY ON CONTROL OF HAZARDOUS ENERGY DURING MAINTENANCE OF EQUIPMENT

Approved by the President March 13, 1996

### I. Purpose.

This is a statement of official University policy to establish the process for compliance with the Occupational Safety and Health Administration (OSHA) regulation, "Control of Hazardous Energy," 29 CFR 1910.147. It is intended to protect University employees from hazards caused by the inadvertent activation of equipment during maintenance. This policy establishes the minimum requirements to protect employees from such hazards.

### II. Scope

Servicing and/or maintenance which takes place during normal production operations is covered by this plan if: 1) An employee is required to remove or bypass a guard or safety device; or 2) An employee is required to place any part of his or her body into an area of the machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger exists during a machine cycle. Minor tool changes and adjustments (e.g., clearing jammed paper from a copier, printer or typewriter) and other minor servicing activities, which are routine, repetitive, and take place during normal production operations, are not covered by this plan. This type of maintenance must be completed using alternative safety measures (e.g., proper use of manufacturer-required and recommended machine guards).

This plan also does not apply to work on cord and plug connected electrical equipment for which exposure to the hazards of unexpected start-up is controlled by unplugging it from the energy source if the plug is under the exclusive control of the employee performing the service.

### III. Policy

The University is dedicated to providing safe work facilities for students and employees, and complying with federal and state occupational health and safety standards. Administrators, managers, faculty, staff and students all share a responsibility to reduce hazards due to the unintentional release of hazardous energy.

The Lockout/Tagout Plan (LOTO) will be implemented for all facilities at the College Park Campus where there is need to perform maintenance or provide routine service to machinery or equipment. Servicing of all electrically, chemically, pneumatically, thermally and/or hydraulically powered machinery is included in this plan. Contractors who perform work on University equipment will also comply with the procedures outlined in this plan.

### IV. Duties and Responsibilities

1. Department of Environmental Safety, Sustainability and Risk (ESSR) will:
  - (a) Provide consultation to assist in the identification of equipment where LOTO should be utilized;
  - (b) Prepare the LOTO Plan with periodic review and revisions as needed;
  - (c) Distribute the LOTO plan to each affected department for distribution to all individuals who are authorized by the department to perform maintenance on energized equipment;
  - (d) Approve locks to be used by individual departments;
  - (e) Investigate and document all reported accidents and/or near-miss accidents that are directly or indirectly related to the locking and tagging of equipment; and
  - (f) Provide training and retraining to all authorized employees.

2. Department Heads will:
  - (a) Designate supervisors to implement specific LOTO procedures; and
  - (b) Select appropriate locking and tagging devices for their respective department.
3. Designated Supervisors will:
  - (a) Implement all provisions of the LOTO for work areas under their control;
  - (b) Inventory and identify all potentially dangerous equipment capable of releasing hazardous energy during maintenance in work areas or facilities under their control;
  - (c) Prepare specific LOTO and emergency procedures for hazardous machinery (refer to Appendix A of the LOTO Plan);
  - (d) Identify persons authorized to implement LOTO procedures and assure that each person attends training provided by the Department of Environmental Safety;
  - (e) Report all workplace injuries, unsafe conditions and near-misses to the Department of Environmental Safety, Sustainability and Risk;
  - (f) Instruct authorized LOTO personnel regarding the applicability of this plan to their respective shop;
  - (g) Provide proper locking and tagging equipment including locks, tags, multiple lock holders, etc.;
  - (h) Direct periodic safety audits of LOTO procedures to determine regulatory compliance, and recommend action to correct conditions of noncompliance; and
  - (i) Comply with necessary documentation requirements.
4. Authorized employees shall:
  - (a) Adhere to the requirements of the Lockout Tagout Plan;
  - (b) Follow guidelines referenced in this plan to protect themselves and others from the release of hazardous energy;
  - (c) Ensure the security of their own locking devices;
  - (d) Complete all safety training requirements and comply with documentation procedures; and
  - (e) Report all workplace injuries, unsafe conditions and near-misses to their supervisors and/or the Department of Environmental Safety, Sustainability and Risk.
5. Affected employees shall:
  - (a) Notify the appropriate persons when equipment needs servicing; and
  - (b) Follow LOTO instructions given by the authorized employees.

#### V. Information

Assistance will be provided by the Department of Environmental Safety, Sustainability and Risk to any Department or individual requesting guidance or training to satisfy implementation of this policy. (Departmental telephone number is (301) 405-3960; electronic mail (E-Mail) address is [safety@mail.umd.edu](mailto:safety@mail.umd.edu); Home Page address is <http://www.essr.umd.edu/>). A complete copy of the LOCKOUT TAGOUT PLAN may be obtained from the Department of Environmental Safety, Sustainability and Risk.

## Glossary of Terms

**Affected personnel:** Persons that may use the machine being serviced during the course of their work day and may attempt to activate machinery while service is being done. Affected persons also include those persons whose job requires working in an area while such servicing or maintenance is being performed.

**Authorized personnel:** Persons that have received training in the use of Lockout/ Tagout equipment and are authorized to perform maintenance. Authorized personnel also include those persons responsible for properly locking and tagging machinery that is to be serviced. (Affected personnel may also be authorized personnel when that employees duties include servicing or maintenance of machinery.)

**Blank:** A disk inserted into the space between two pipe flanges to prevent the passage of liquid or gases through a pipe.

**Bleed:** The release of stored hydraulic, electrical or pneumatic energy.

**Energy Sources:** Any source of electrical, mechanical, pneumatic, hydraulic, thermal, chemical or other type of energy.

**Lock:** Color coded keyed device, specified in type and color by the department completing the service, used to secure equipment. Keys for the lock shall be kept by the person completing the service only. Locks issued for use with this plan shall not be used for other purposes. Additionally, locks shall be able to withstand the environment in which they are being used. (Lock color coding for Facilities Management is included in Appendix I.

**Lockout:** A system in which a lock, when properly attached to a power or energy source prevents the unintentional activation of equipment. The lock physically holds the switch or handle in the "off" position until it is removed by the authorized personnel.

**Lockout/ Tagout (LOTO):** A list of procedures, abbreviated as LOTO, designed and implemented to protect employees from an accidental discharge of energy. LOTO is used interchangeably with, "Control of Hazardous Energy".

**Servicing and/or Maintenance:** Constructing, repairing, installing, adjusting, inspecting, modifying, lubricating, cleaning and/or clearing jammed equipment.

**Tagout:** A tagging procedure, intended to act only as a warning device, used to prevent the unintentional activation of equipment. The tag used at UMCP will contain the name and title of the authorized employee and read including but not limited to, "DANGER", "DO NOT OPERATE", "DO NOT START", "DO NOT ENERGIZE" or "DONOT OPEN". Tagout device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum locking strength of no less than 50 pounds. All tags and attachment means shall also be made to withstand the environment in which they are being used.

## Information and Training

All participating UMCP employees must assume an active role in maintaining a safe working environment by reporting any problems or noncompliance with policies to their supervisor and/or the Department of Environmental Safety, Sustainability and Risk (ESSR). All employees are expected to assist their coworkers and should fully utilize any information provided during formal and informal training sessions. Any staff member who does not understand a policy or procedure should consult their supervisor or ESSR for clarification.

All employees required to service machinery that has the potential for release of hazardous energy shall be provided with information and training regarding the Lockout Tagout Plan (LOTO). Employees shall be informed of:

1. The contents of the OSHA standard;
2. The location and availability of the LOTO Plan;
3. The procedures covered by the LOTO Plan including:
  - (a) Explanations of provisions;
  - (b) Description of physical hazards common to inappropriate locking and tagging of machinery;
  - (c) Description of hazardous energy sources common to UMCP;
  - (d) Review of measures to protect employees, faculty, students, staff and visitors from the inadvertent release of hazardous energy;
  - (e) Discussion of procedures to de-energize equipment and release or secure all residual stored energies; and
  - (f) Location of University reference materials on the control of hazardous energy.
4. Evaluation technique to determine if energy hazards are present.

Training of employees and supervisors in the methods and procedures for LOTO and the provisions of the OSHA Control of Hazardous Energy Standard's requirements shall be conducted by ESSR during training sessions scheduled through the ESSR website at [www.essr.umd.edu](http://www.essr.umd.edu). The individual department managers and supervisors shall be responsible for training of all authorized employees in the specific operations, safety equipment and emergency procedures used by their respective departments. Documentation of general LOTO training conducted by ESSR shall be maintained by ESSR within the ESSR Electronic Training Records. Documentation of department-specific training, provided by department managers and supervisors, shall be maintained within each department.

Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignment, a change in machines, equipment or processes that present new hazard, when there is a change in the energy control procedure or when an incident or near- miss incident occurs. Retraining shall also be conducted whenever a periodic inspection reveals deficiencies in the program.

Appendix V contains a training outline for using the LOTO plan.

## Procedures

The following are minimum requirements for the use of energy isolating devices whenever maintenance or servicing is done. They shall be used to ensure that the machine or equipment is stopped and isolated from all potentially hazardous energy sources. Additionally, they will serve as an outline to protect workers from the inadvertent release of hazardous energy.

Locking devices and tags shall be used when employees are performing maintenance or service to any machine or equipment where unexpected or unintentional start-up or energization motion could cause harm. Locking devices shall also be used when guards or other safety devices must be removed during service or when moving or energized parts put any part of the employee's body at risk of injury.

Examples of conditions where locking and tagging should be used may include, but are not limited to:

- a) Clearing blocked or jammed mechanical equipment;
- b) Maintenance or repair work on equipment with moving parts;
- c) Confined space entries (*Refer to the University Confined Space Plan*); and
- d) Repairs or installation of electrical equipment.

If the equipment being serviced must be temporarily re-activated (for example, to test the equipment as part of the installation) all start-up and lockout procedures must be followed.

### *Specific Instructions for Hazardous Machinery*

Specific instructions shall be developed for the locking and tagging of machinery or equipment under the following conditions:

- (a) When the machine being serviced has the potential for stored or residual energy, or the re-accumulation of stored energy after shut down;
- (b) When the machine has multiple energy sources;
- (c) When the isolation and locking of the machine will not completely deactivate it;
- (d) When the machine cannot be locked out;
- (e) When a single lockout device will not achieve a lockout condition; or
- (f) When the lockout device will not be under the exclusive control of the authorized employee performing the service.
- (g) When any employees is exposed to contact with parts of fixed electric equipment or circuits which have been deenergized, the circuits energizing the parts shall be locked out or tagged or both in accordance with OSHA, refer to appendix III.

The Designated Supervisors shall maintain a written copy of the procedures as outlined by OSHA and shall make it available for inspection by employees and by the Assistant Secretary of Labor and his or her authorized representatives. (Appendix IV of this plan can be used to assist the supervisor in preparing specific procedures.)

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## *Working Without a Lock*

If a lock cannot be applied to the equipment and the supervisor can demonstrate that the tagging procedure alone will provide a level of safety equivalent to that obtained by the use of a lock, a tag may be used instead. A tag used without a lock shall be supplemented by one additional safety measure that provides a level of safety equivalent to that obtained by the use of a lock. Additional safety methods may include the removal of an isolating circuit element, blocking of a control switch, opening of an extra disconnecting device or the removal of a valve handle to reduce the likelihood of inadvertent activation. The tagout device shall be attached to the same location that the lockout device would have been attached.

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## Implementing Lockout/Tagout

Employees shall implement an orderly shutdown of machinery to avoid any additional or increased hazards resulting from equipment stoppage. The following is a list of steps to be used during shutdown.

### **I. PREPARING FOR SHUTDOWN**

- (a) Identify the types of energy and sources**
- (b) Notify affected employees of intent to service equipment**

### **II. SHUTTING DOWN THE EQUIPMENT**

- (a) Turn off equipment**
- (b) Deactivate energy**
- (c) Release all stored or residual energy**
- (d) Attach locking and tagging devices**
- (e) Verify that equipment is secure and deactivated**

### **III. PREPARING TO RETURN EQUIPMENT TO SERVICE**

- (a) Remove all tools from the equipment**
- (b) Inspect the controls to verify they are in the "off" position**
- (c) Remove all locking and tagging devices**
- (d) Re-energize the equipment**
- (e) Notify affected employees when machine is back in service**

### **IV. PERIODIC INSPECTION**

- (a) Audit shut-down procedure annually at a minimum**

## I. PREPARATION FOR SHUTDOWN:

### *(a) Identification of the Energy Type or Source*

Determine where and how equipment is being energized. Since some equipment is powered by several sources (e.g., electrical, mechanical, pneumatic, chemical, thermal and hydraulic), all energizing sources shall be identified. For complex equipment, refer to the manufacturer's control diagram detailing the locations of all isolating points. These points may include breaker panels, switches and valves. Furthermore, possible residual energy and methods used to dissipate or restrain that energy shall be identified. In addition to identifying energy sources, the employee must determine the magnitude of the energy, the hazards of the energy to be controlled and the methods or means to control the energy. Safe procedures for deenergizing circuits and equipment shall be determined before circuits or equipment is deenergized. **If authorized employees are unable to determine each form of energy, they must consult their supervisors before work is started.**

### *(b) Notification of employees*

Affected employees must be notified by authorized personnel of the intent to service equipment. Written notification via email or memorandum shall be given before LOTO controls are applied and should contain the name and job titles of authorized employees, location of equipment being serviced, and duration/date of service.

## II. SHUTDOWN OF MACHINE:

### *(a) Shut - Off Equipment*

If the machine or equipment is operating, employees shall shut it down by the normal stopping procedures (depress the stop button, open the switch, close valve, etc.).

The circuits and equipment to be worked on shall be isolated from all electric sources. Control circuit devices, such as push buttons, selector switches, and interlocks, **may not** be used as the sole means for deenergizing circuits or equipment.

### *(b) Deactivate the Energy*

Disconnect the device from all energy sources and release all residual energies that may present a hazard. Inspect/test the equipment to ensure all energy sources are disconnected.

### *(c) Release of Stored or Residual Energy*

Release stored or residual energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems and pressurized systems (air, gas, steam, or water). Capacitors shall be discharged and high capacitance elements shall be short-circuited and grounded, if the stored electric energy might endanger personnel. If energy is incapable of being released, the employee shall reposition, block or utilize some other protective measure to prevent the release of residual energy while service is in progress. For stored

non-electrical energy in devices that could reenergize electric circuit parts shall be blocked or relieved to the extent that the circuit parts could not be accidentally energized by the device.

***(d) Attach a Lock and Tag***

Attach a lock and tag, of designated color, with a descriptive warning, to serve as an energy isolating device on machinery or equipment to which work is to be performed. See Appendix I for FM's Color Coded Locks by FM Unit. The lock shall be attached to prevent persons from operating the equipment. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use. Additionally, tags shall be attached to all points where equipment or circuits can be energized. If multiple employees are servicing the same equipment, each shall attach their own lock to a multiple lock plate or hasp.

For electrical, each tag shall contain a statement prohibiting unauthorized operation of the circuit or breaker.

**Note: No attempt shall be made to remove another employee's lock unless the requirements listed in Section III (c) of this document are satisfied.**

***(e) Special Provision for Electrical Lockout/Tagout***

If a lock cannot be applied, or if the employer can demonstrate that tagging procedures will provide a level of safety equivalent to that obtained by the use of a lock, a tag may be used without a lock.

A tag used without a lock, as permitted by OSHA, refer to Appendix III, shall be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by use of a lock. Examples of additional safety measures include the removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.

***(f) Verify that equipment is secure and deactivated***

Confirm the energy is isolated within the equipment to ensure that equipment cannot be energized and potential energy sources secured. This should be done by:

- (1) Checking that no personnel are exposed;
- (2) Verifying the isolation of equipment by operating the push button or other normal operating controls. Secure all switches to prevent movement to the "on" or "start" position;
- (3) Checking pressure gauges to ensure de-pressurization of lines; and
- (4) Test/inspecting electrical circuits to confirm zero voltage with a volt meter.

For electrical, a qualified person shall use test equipment to test the circuit elements and electrical parts equipment to which employees will be exposed and shall verify that the circuit elements and equipment parts are deenergized. The test shall also determine if any energized condition exists as a result of inadvertently induced voltage or unrelated voltage back feed even though specific parts of the circuit have been deenergized 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 after testing.

**Note: All employees should consider equipment to be operable at all times except when they have personally locked it out.**

### III. RETURNING EQUIPMENT TO SERVICE

After service has been completed and the machine is ready to be tested or returned to service the following steps must be followed.

**(a) *Inspect the machine and work area***

Inspect the machine(s) to insure that non-essential materials have been removed and the machine is in operating order. Visual inspections shall be conducted to ensure:

- (1) tools and equipment are removed and secured safe guards are in place;
- (2) blocks, pins, and chain (used during the lockout) are removed; and
- (3) electrical jumpers, shorts, grounds, and other such devices have been removed, so that the circuits and equipment can be safely energized.

Additionally, employees shall verify all equipment components are fully assembled and operational. Finally, employees shall inspect the work area to ensure that all employees have been safely positioned or removed from the area.

**(b) *Inspect the controls***

Verify the controls are in neutral or the "off" position.

**(c) *Remove the energy isolating devices***

Each lock shall be removed by the authorized employee that applied it or under his/her direct supervision. If the authorized employee is absent from the work place then the lock or tag may be removed by a qualified person designated to perform this task provided that the immediate supervisor:

- (1) verifies that the employee is not present and unable to remove the lock;
- (2) makes all reasonable efforts to inform the authorized employee that the lockout/tagout device has been removed; and
- (3) ensures that the authorized employee knows the lockout/tagout device has been removed before work resumes.

**(d) *Re-energize the machine***

After completing the above steps, restore the energy to the machine.

For electrical, employees exposed to the hazards associated with reenergizing the circuit or equipment shall be warned to stay clear of circuits and equipment. There shall be a visual determination that all employees are clear of the circuits and equipment.

*(e) Notify affected employees*

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

#### IV. PERIODIC INSPECTION

The Designated Supervisor 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.

The periodic inspection shall be performed by an authorized employee other than the ones(s) utilizing the energy control procedure being inspected.

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

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

Where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure being inspected, and the elements set forth by OSHA, refer to Appendix II, paragraph (c)(7)(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.

Appendix VI contains the Certification Form to be used.

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## **Appendix I**

### **Lock Color Coding**

(Color Coding System Used by Facilities Management Departments)

**Purple – Electrical**

**Yellow – Area Maintenance**

**Green - Piped Services**

**Orange – Campus Projects**

**Blue – Life Safety**

**Red – HVAC**

**Black – Alternate**

## Appendix II

# OSHA Control of Hazardous Energy Standard (29 CFR 1910.147)

- (a) Scope, application and purpose
  - (1) Scope.
    - (i) This standard covers the servicing and maintenance of machines and equipment in which the "unexpected" energization or start up of the machines or equipment, or release of stored energy could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy.
    - (ii) This standard does not cover the following:
      - (A) Construction, agriculture and maritime employment;
      - (B) Installations under the exclusive control of electric utilities for the purpose of power generation, transmission and distribution, including related equipment for communication or metering; and
      - (C) Exposure to electrical hazards from work on, near, or with conductors or equipment in electric utilization installations, which is covered by Subpart S of this part; and
      - (D) Oil and gas well drilling and servicing.
  - (2) Application.
    - (i) This standard applies to the control of energy during servicing and/or maintenance of machines and equipment.
    - (iii) 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 operator use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

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

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

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

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

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

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

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

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

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

"Servicing and/or maintenance." Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These

activities include lubrication, cleaning or unjamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or 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 to periodic inspections to ensure that before any employee performs any servicing or maintenance on a machine or equipment where the unexpected energizing, startup or release of stored energy could occur and cause injury, the machine or equipment shall be isolated from the energy source and rendered inoperative.

(2) Lockout/tagout.

(i) If an energy isolating device is not capable of being locked out, the employer's energy control program under paragraph (c)(1) of this section shall utilize a tagout system.

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

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

(3) Full employee protection.

(i) When a tagout device is used on an energy isolating device which is capable of being locked out, the tagout device shall be attached at the same location that the lockout device would have been attached, and the employer shall demonstrate that the tagout program will provide a level of safety equivalent to that obtained by using a lockout program.

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

(4) Energy control procedure.

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

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

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

(A) A specific statement of the intended use of the procedure;

(B) Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy;

(C) Specific procedural steps for the placement, removal and transfer of lockout devices or tagout devices and the responsibility for them; and

(D) Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

(5) Protective materials and hardware.

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

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

(A) "Durable."

{1} Lockout and tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

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

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

(B) "Standardized."

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

(C) "Substantial" -

{1} "Lockout devices." Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters

or other metal cutting tools.

{2} "Tagout devices." Tagout devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.

(D) "Identifiable."

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

(iii) Tagout devices shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as the following: "Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate."

(6) Periodic inspection.

(i) The employer shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed.

(A) The periodic inspection shall be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected.

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

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

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

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

(7) Training and communication.

(i) The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees.

The training shall include the following:

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

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

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

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

of tags:

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

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

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

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

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

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

(iii) Employee retraining.

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

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

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

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

(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.

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

(6) Verification of isolation.

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

(e) Release from lockout or tagout.

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

(1) The machine or equipment.

The work area shall be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.

(2) Employees.

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

(ii) Before lockout or tagout devices are removed and before machines or equipment are

energized, affected employees shall be notified that the lockout or tagout devices have been removed.

(iii) After lockout or tagout devices have been removed and before a machine or equipment is started, affected employees shall be notified that the lockout or tagout device(s) have been removed.

(3) Lockout or tagout devices removal.

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

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

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

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

(f) Additional requirements.

(1) Testing or positioning of machines, equipment or components thereof.

In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions shall be followed:

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

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

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

(iv) Energize and proceed with testing or positioning;

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

(2) Outside personnel (contractors, etc.).

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

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

(3) Group lockout or tagout.

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

(ii) Group lockout or tagout devices shall be used in accordance with the procedures required by paragraph (c)(4) of this section including, but not necessarily limited to, the following

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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

## Appendix III

# Selection and Use of Work Practices “OSHA Control of Hazardous Energy Standard” (29 CFR 1910.333(b))

- (b) "Working on or near exposed deenergized parts."
- (1) "Application." This paragraph applies to work on exposed deenergized parts or near enough to them to expose the employee to any electrical hazard they present. Conductors and parts of electric equipment that have been deenergized but have not been locked out or tagged in accordance with paragraph (b) of this section shall be treated as energized parts, and paragraph (c) of this section applies to work on or near them.
- (2) "Lockout and Tagging." While any employee is exposed to contact with parts of fixed electric equipment or circuits which have been deenergized, the circuits energizing the parts shall be locked out or tagged or both in accordance with the requirements of this paragraph. The requirements shall be followed in the order in which they are presented (i.e., paragraph (b)(2)(i) first, then paragraph (b)(2)(ii), etc.).

Note 1: As used in this section, fixed equipment refers to equipment fastened in place or connected by permanent wiring methods.

Note 2: Lockout and tagging procedures that comply with paragraphs (c) through (f) of 1910.147 will also be deemed to comply with paragraph (b)(2) of this section provided that:

[1] The procedures address the electrical safety hazards covered by this Subpart; and

[2] The procedures also incorporate the requirements of paragraphs (b)(2)(iii)(D) and (b)(2)(iv)(B) of this section.

- (i) "Procedures." The employer shall maintain a written copy of the procedures outlined in paragraph (b)(2) and shall make it available for inspection by employees and by the Assistant Secretary of Labor and his or her authorized representatives.

Note: The written procedures may be in the form of a copy of paragraph (b) of this section.

- (ii) "Deenergizing equipment."  
(A) Safe procedures for deenergizing circuits and equipment shall be determined before circuits or equipment are deenergized.  
(B) The circuits and equipment to be worked on shall be disconnected from all electric energy sources. Control circuit devices, such as push buttons, selector switches, and interlocks, may not be used as the sole means for deenergizing circuits or equipment. Interlocks for electric equipment may not be used as a substitute for lockout and tagging procedures.

(C) Stored electric energy which might endanger personnel shall be released. Capacitors shall be discharged and high capacitance elements shall be short-circuited and grounded, if the stored electric energy might endanger personnel.

Note: If the capacitors or associated equipment are handled in meeting this requirement, they shall be treated as energized.

(D) Stored non-electrical energy in devices that could reenergize electric circuit parts shall be blocked or relieved to the extent that the circuit parts could not be accidentally energized by the device.

(iii) "Application of locks and tags."

(A) A lock and a tag shall be placed on each disconnecting means used to deenergize circuits and equipment on which work is to be performed, except as provided in paragraphs (b)(2)(iii)(C) and (b)(2)(iii)(E) of this section. The lock shall be attached so as to prevent persons from operating the disconnecting means unless they resort to undue force or the use of tools.

(B) Each tag shall contain a statement prohibiting unauthorized operation of the disconnecting means and removal of the tag.

(C) If a lock cannot be applied, or if the employer can demonstrate that tagging procedures will provide a level of safety equivalent to that obtained by the use of a lock, a tag may be used without a lock.

(D) A tag used without a lock, as permitted by paragraph (b)(2)(iii)(C) of this section, shall be supplemented by at least one additional safety measure that provides a level of safety equivalent to that obtained by use of a lock. Examples of additional safety measures include the removal of an isolating circuit element, blocking of a controlling switch, or opening of an extra disconnecting device.

(E) A lock may be placed without a tag only under the following conditions:

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

(iv) Verification of deenergized condition. The requirements of this paragraph shall be met before any circuits or equipment can be considered and worked as deenergized.

(A) A qualified person shall operate the equipment operating controls or otherwise verify that the equipment cannot be restarted.

(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 deenergized. 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 deenergized 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 after this test.

(v) "Reenergizing equipment." These requirements shall be met, in the order given, before circuits or equipment are reenergized, even temporarily.

(A) A qualified person shall conduct tests and visual inspections, as necessary, to verify that all tools, electrical jumpers, shorts, grounds, and other such devices have been removed, so that the circuits and equipment can be safely energized.

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- (B) Employees exposed to the hazards associated with reenergizing the circuit or equipment shall be warned to stay clear of circuits and equipment.
  - (C) Each lock and tag shall be removed by the employee who applied it or under his or her direct supervision. However, if this employee is absent from the workplace, then the lock or tag may be removed by a qualified person designated to perform this task provided that:
    - (1) The employer ensures that the employee who applied the lock or tag is not available at the workplace, and
    - (2) The employer ensures that the employee is aware that the lock or tag has been removed before he or she resumes work at that workplace.
  - (D) There shall be a visual determination that all employees are clear of the circuits and equipment.

**Appendix IV**

**Specific Instructions for Hazardous Machinery**

**Part I**

Machine Name: \_\_\_\_\_ Serial Number \_\_\_\_\_

Department Name: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Part II**

a. What types of hazardous energy may be present?

Circle all that apply.

Electrical    Chemical    Pneumatic    Hydraulic    Thermal    Other: \_\_\_\_\_

b. Complete Energy Check List (Second page of this form)

c. Special Locking and Tagging instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part III**

Attach a diagram or photo identifying lock and tag locations:

**Error! Bookmark not defined.**

Energy Control Diagram

**ENERGY CHECKLIST**

<b>Energy Type</b>	<b>Hazard</b>	<b>Magnitude</b>	<b>Control Method</b>
<b>Electrical</b>	Shock Burn Fire _____	110 VAC 220 VAC 208 VAC/30 ___V___A	Main Switch Plug Control Fuse Blocks Shielding
<b>Pneumatic</b>	Mechanical/ Pinch Points Crush Laceration Flying Debris	Moderate Slight High ___lb Force	Air Line Valve Gas Cylinder Valve Gas Line Valve _____
<b>Chemical (Gas)</b>	Flammable Corrosive Toxic Reactive	Slight Moderate High	Cylinder Valve Gas Line Valve
<b>Chemical (Liquid)</b>	Flammable Corrosive Toxic Reactive	Slight Moderate High	Valve Flange Plate
<b>Mechanical</b>	Shaft in Motion Moving Parts Crushing Laceration Impalement	Slight Moderate High ___ft-lb ___hp	Main Electrical Switch Plug Control Shielding Blocking Anti-Motion Pin
<b>UV</b>	Skin and Eye Burns	Slight Moderate High ___W/cm <sup>2</sup> @___ë	Shielding Main Switch Plug Control Circuit Breaker
<b>Electromagnet</b>	Strong Field	Slight Moderate High ___Gauss	Main Switch Plug Control Circuit Breaker
<b>Thermal</b>	Burns	Moderate Temperature High Temperature Cryogenic ___EC	Main Switch Plug Control Steam Valve Fluid Line Valve

## Using the LOTO Plan

### I. PREPARING FOR SHUTDOWN

- (a) Identify the types of energy and sources
- (c) Notify affected employees of intent to service machinery

### II. SHUTTING DOWN THE EQUIPMENT

- (a) Turn off equipment
- (b) Isolate energy
- (c) Release all stored or residual energy
- (d) Attach locking and tagging devices
- (e) Test to confirm equipment has been de-energized

### III. COMPLETE MAINTENANCE OR SERVICE WORK

### IV. PREPARING TO RETURN EQUIPMENT TO SERVICE

- (a) Remove all tools from the equipment
- (b) Inspect the controls to verify they are in the "off" position
- (c) Remove all locking and tagging devices
- (d) Re-energize the equipment
- (e) Notify affected employees when equipment is back in service

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**Appendix VI**

**Lock-Out/Tag-Out Annual Certification Form**



# Lock-Out/Tag-Out Annual Certification Form

Dept. / Shop Inspected: \_\_\_\_\_

Date: \_\_\_\_\_

Is this an equip./ machine specific LOTO procedure or general LOTO procedure?  SPECIFIC/  
 GENERAL

Specific Equipment/ Machine Name (Serial #): \_\_\_\_\_

Location (Building & Room #): \_\_\_\_\_

**ANNUAL INSPECTION ITEMS**

**Acceptable?**  
 Yes No NA

1. Has initial lock-out/tag-out training been documented for the affected & authorized employees in this Dept./ Shop? (Attach training records.)			
2. Has initial lock-out/tag-out training on the equip./ machine specific LOTO procedure been documented by the Dept./ Shop? (Shop must show records with names & dates of attendance.)			
3. Has there been a change in job assignments, machines, equipment or processes that present a new hazard, or has there been a change in the LOTO procedure?			
4. <b>If YES to #3</b> , has there been re-training of employees to make them aware of the change?			
5. Does the authorized/affected employee know his/her responsibilities under the <b>Lock-Out</b> program? (Required to be asked of <b>each</b> authorized & affected employee by the inspector.) <ul style="list-style-type: none"> <li>— To report to his/her supervisor any unsafe conditions concerning the control of hazardous energy sources.</li> <li>— To follow safe work procedures while performing work on or near equipment with hazardous energy sources.</li> <li>— To ask his/her supervisor for assistance or clarification of work procedures as necessary.</li> <li>— To accurately label and prominently attach lock-out/tag-out devices when required.</li> <li>— To utilize his/her own padlock and key when applying and removing lock-out devices.</li> <li>— To remove <b>ONLY</b> his/her OWN lock-out/tag-out devices at the completion of the task.</li> </ul> Does the authorized employee know his/her responsibilities under the <b>Tag-Out</b> program and the limitations of <b>tags</b> ? <ul style="list-style-type: none"> <li>— <b>Locks and tags are required</b> wherever equipment/ machines are “capable of being locked out.”</li> <li>— Tags must provide equivalent protection to that obtained by using a lock-out program.</li> <li>— Tags are warning devices affixed to energy isolation devices and do NOT provide the physical restraint on those devices provided by a lock.</li> <li>— Tag must NOT be removed except by the authorized employee responsible for it and never bypassed, ignored or otherwise defeated. This includes contractor’s danger tags.</li> <li>— Tags must be legible and understandable by all employees in order to be effective.</li> <li>— Tags must be made of durable materials , AND</li> <li>— Securely attached to energy isolating devices at the same location a lock-out device would have been attached.</li> <li>— Tags provide a false sense of security, and their meaning needs to be understood as part of the LOTO program.</li> </ul>			
6. Does the authorized employee have his/her own lock? (Each employee must have his/her own lock-out device in a group lock-out.)			

7. Is the lock individually keyed? (Can someone else's key open the lock?)			
8. Are the tags being used durable, legible, understandable to all affected & authorized employees, and securely attached? (Are non-English speaking employees present in the workplace?)			
9. Were lock-out/tag-out procedures performed correctly? (Following written policy in the Safety Manual or Equipment/ Machine Specific procedure.)			
10. Were lock-out/tag-out removal procedures performed correctly? (Following the written policy in the Safety Manual or Equipment/ Machine Specific procedure.)			
11. Were affected employees notified (before and after)? What is the method of notification of affected employees for application and removal of lock-out/tag-out devices?			
12. <b>If this is a periodic inspection of a <u>GENERAL</u> LOTO procedure</b> , Are there any machines/ pieces of equipment for which this Dept./ Shop is responsible that require a <b><u>SPECIFIC</u> LOTO procedure</b> ? (See rules for excepting a machine/ piece of equipment from having a specific LOTO procedure.)			
13. <b>If this is a periodic inspection of a <u>SPECIFIC</u> LOTO procedure</b> , Does this piece of equipment have its own <b><u>written</u></b> lock-out/tag-out procedure? (Attach copy.)			
a) Does the <b><u>written</u></b> procedure have procedural steps from shutting down, isolating, blocking and securing machines or equipment to control hazardous energy?			
b) Does the <b><u>written</u></b> procedure include procedural steps for the placement, removal, and transfer of lock-out devices or tag-out devices and the responsibility for them?			
c) Does the <b><u>written</u></b> procedure include specific requirements for testing a machine or equipment to determine and verify the effectiveness of lock-out devices, tag-out devices, and other energy control measures?			

Authorized/ Affected Employees Observed:

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	16.
17.	18.
19.	20.
21.	22.
23.	24.

**Deviations or inadequacies observed:**

Certified by \_\_\_\_\_ Date \_\_\_\_\_