

# ENERGY CONTROL PROCEDURE

Equipment specific lockout/tagout (LOTO) procedures for the control of potentially hazardous energy must be developed, documented and utilized whenever machinery could unexpectedly activate or if the unexpected release of an energy source could cause injury to employees performing any servicing or maintenance. Authorized employees are required to perform the LOTO in accordance with this procedure. LOTO devices must be singularly identified, indicate the employee applying the device, used only for controlling energy for servicing and maintenance, and not be used for other purposes. All employees, upon seeing a machine or piece of equipment which is locked out to perform servicing or maintenance must not attempt to start, energize, or use that machine or equipment. See Notes for operational/shift-change locks, complex LOTO and lock removal.

Each LOTO will follow the process listed below.

- **Applying LOTO** – Follow the general Applying LOTO Steps and specific instructions for each piece of equipment/machinery to identify, disconnect, isolate, lock out and verify the lock out of the appropriate energy sources.
- **Removing LOTO** – Follow the general Removing LOTO Steps and specific instructions returning the equipment to operation.

<b>APPLYING LOTO</b>		
<b>#</b>	<b>Step</b>	<b>Instruction</b>
1	Notify Employees	Notify all affected employees what machine/equipment will be shutdown and locked out.
2	Review Equipment Specific Procedures	Ensure each person performing LOTO (authorized employee) understands the type and magnitude of the energy present, the associated hazards and the proper methods of Control.
3	Shutdown Equipment	If the machine or equipment is operating, shut it down by the normal stopping procedure.
4	Disconnect & Isolate the Energy Source	Disconnect/de-activate the energy isolating devices(s) so the machine or equipment is isolated from the energy source(s).
5	Lockout Controls	Lockout and tag out the energy isolating device(s) as indicated in the specific Instructions
6	Release Energy	Release and/or dissipate any stored or residual energy as indicated in the specific instructions.
7	Try out	Verify the energy source has been isolated as indicated in specific instructions.
<b>REMOVING LOTO</b>		
<b>#</b>	<b>Step</b>	<b>Instruction</b>
1	Inspect Equipment	Check the equipment to ensure the components are operational.
2	Check Area	Check the immediate area to ensure all employees have been safely positioned, and tools and any nonessential items have been removed.
3	Check Controls	Verify that operating controls are off (not on).
4	Re-energize	Remove the lockout device(s) and activate the energy isolating device(s) to re-energize the equipment.
5	Notify Employees	Notify affected employees the servicing or maintenance is completed and the equipment is ready for use.
6	Startup Equipment	Startup equipment and monitor for several operating cycles to ensure it is functioning properly.

**Notes**

1. Except for operational/shift-change locks, lockout devices may only be removed by the employee who applied the device. When using operational locks, employees working on the equipment must use their assigned individual lock as their means of protection and verify that the applicable energy control procedures were followed.
2. For complex LOTO, a system that designates a primary authorized employee and one or more principal authorized employees may be used. The primary authorized employee exercises primary responsibility for implementation and coordination of the overall LOTO. The principal authorized employee is designated for each workforce or crew (trade) and is responsible for maintaining accountability and for individual exposure status of each employee in their specific group. The procedure must be planned, written (under "Additional Precautions/Procedures") and posted at the place where the system is in use. Operational/shift-change locks should be used to ensure the continuity of the LOTO.
3. When the authorized employee who applied the lockout/tagout device is not available to remove it, the device may be removed under the direction of a supervisor in accordance with the requirements provided in the applicable energy control program.

# EQUIPMENT SPECIFIC INSTRUCTIONS

<b>Equipment Name:</b>		<b>Date Created:</b>	
<b>Description:</b>		<b>Person:</b>	
<b>Facility:</b>		<b>Date Revised:</b>	
<b>Location:</b>		<b>Person:</b>	

Energy Source/ Magnitude	Isolation Point	Isolation Method	Verification Method	Visual Reference (Optional)

**Additional Precautions/Procedures:**