

PATERSON PUBLIC SCHOOLS
OFFICE OF ENVIRONMENTAL, OCCUPATIONAL
HEALTH AND SAFETY

THE CONTROL OF HAZARDOUS ENERGY
(Lock out/ Tag out)

As required by

US DEPARTMENT OF LABOR
OCCUPATIONAL HEALTH & SAFETY
ADMINISTRATION

29 CFR 1910.147

NOVEMBER 17, 2008

ISSUE 1

TABLE OF CONTENTS

SECTIONS	PAGE
1. Purpose and Scope	2
2. Responsibilities and Training	2
3. Preparation of Lockout/Tagout Energy Isolation	3
4. Protective Material or Hardware	3
5. General Sequence of Lockout/Tagout Procedure	4
6. Cord and Plug Connected Equipment	5
7. Returning Equipment to Normal Operation	6
8. Procedures involving more than one person	6
9. Procedures for the removal of an authorized employee's lockout/tagout by the Paterson Public School District	6
10. Procedure for shift or personnel changes	7
11. Procedures for outside personnel/contractors	7
12. Training and Communication	7
13. Procedures for periodic inspections	8
14. Enforcement Procedure	8
15. Document Control	8
16. Revisions	8
17. Adoption	9
18. Revision Log	10
19. Copies in Circulation	10
APPENDICIES:	
A-1 List of Authorized Personnel for Lockout/Tagout Procedures	14
A-2 Certificate of Training (Authorized Personnel)	15
A-3 Certificate of Training (Affected Personnel)	16
B. Lockout/Tagout Inspection Certification	17
C. Outside Personnel/Contractor Certification	18
D. Curriculum Equipment Specific Procedures	19
E. Facility Equipment Specific Procedures	21
F. Food Services Equipment Specific Procedures	23
G. Electrical Lockout Permit	25
H. OSHA 29 CFR 1910/147 Control of Hazardous Energy	26
I. OSHA 29 CFR 1910.147 App. A. Typical Min. LO/TO	44

1. PURPOSE AND SCOPE:

This procedure establishes requirements for the control or lockout/tagout of hazardous energy and the use of energy isolating devices used here at the Paterson Public Schools. The main objectives of this policy are to establish a means of positive control to prevent the accident starting or activating of machinery or systems while they are being repaired, cleaned and/or serviced, and

- A. To establish a safe and positive means of shutting down machinery, equipment and systems.
- B. To prohibit unauthorized personnel or remote control systems from starting machinery or equipment while it is being serviced.
- C. To provide a secondary control system (tagout) when it is impossible to positively lockout the machinery or equipment.
- D. To establish responsibility for implementing and controlling lockout/tagout procedures.
- E. To ensure that only approved locks, standardized tags and fastening devices provided by Paterson Public Schools will be utilized in the lockout/tagout procedures.

2. AREAS OF RESPONSIBILITY AND TRAINING:

- A. The Environmental, Occupational Health and Safety Officer, EOHSO, or her/his designee will be responsible for implementing the lockout/tagout program.
- B. The EOHSO or her/his designee is responsible to enforce the program and insure compliance with the procedures in both academic and facility departments.
- C. The EOHSO, or his/her designee, is responsible for monitoring the compliance of this procedure and will conduct the annual inspection and certification of the authorized employees.
- D. Only authorized employees (those contained in Attachment A-1) shall be permitted to perform maintenance and/or servicing that requires lockout/tagout. Authorized employees shall be trained in the correct lockout/tagout procedures and are responsible to follow established lockout/tagout procedures.
- E. Affected employees (all other employees in the district) are responsible for insuring they do not attempt to restart or re-energize machines or equipment which are locked out or tagged out.

3. PREPARATION FOR LOCKOUT/TAGOUT ENERGY ISOLATION:

Employees who are required to utilize the lockout/tagout procedure (see Attachment A-1) must be knowledgeable of the different energy sources and the proper sequence of shutting off or disconnecting energy means.

The four types of energy sources are:

- (1) Electrical (most common form)
- (2) Hydraulic or pneumatic
- (3) Fluids and gases
- (4) Mechanical

More than one energy source can be utilized on some equipment and the PROPER procedure must be followed in order to identify energy sources and lockout/tagout accordingly. See Attachments D, E, F for specific procedures. Attachments D, E, F will be site specific for both vocational education and equipment specific to the day to day operation of each building/school. Each building will contain the overall program. Attachments D, E, F will be site specific and be appended to the Control of Hazardous Energy.

4. PROTECTIVE MATERIAL AND HARDWARE:

In this facility the following hardware is used to lock out equipment:

Type of Hardware	Use
Padlock	for switches
Multi-lock Scissors Clip	for multiple locks
Circuit Breaker Lock	for circuit breakers
Valve Lock	for pipe valves
Canister	for cord and plug equipment
Tags	for use when locking is not feasible

5. GENERAL SEQUENCE OF LOCKOUT/TAGOUT PROCEDURES:

ELECTRICAL

- A. Shut off power at machine and disconnect.
- B. Disconnecting means must be locked or tagged.
- C. Press start button to see that correct systems are locked out.
- D. All controls must be returned to their safest position.
- E. Points to remember:
 - 1. If a machine or piece of equipment contains capacitors, they must be drained of stored energy.
 - 2. Possible disconnecting means include the power cord, power panels (look for primary and secondary voltage), breakers, the operator's station, motor circuit, relays, limit switches, electrical interlocks.

NOTE:

- 1. *Some equipment may have a motor isolating shut-off and a control isolating shutoff.*
- 2. *If the electrical energy is disconnected by simply unplugging the power cord, the cord must be kept under the control of the authorized employee or the plug end of the cord must be locked out or tagged out.*

HYDRAULIC/PNEUMATIC

- A. Shut off all energy sources (pumps and compressors). If the pumps and compressors supply energy to more than one piece of equipment, lockout or tagout the valve supplying energy to this piece of equipment.
- B. Stored pressure from hydraulic/pneumatic lines shall be drained/bled when release of stored energy could cause injury to employees.
- C. Make sure controls are returned to their safest position (off, stop, standby, inch, jog, etc.).

FLUIDS AND GASES

- A. Identify the type of fluid or gas and the proper controls
- B. Close valves to prevent flow, lockout/tagout.
- C. Determine the isolating device, close, and lockout or tagout.
- D. Drain and bleed lines to zero energy state.

***NOTE:** Some systems may have electrically controlled valves; if so, they must be shut off, locked or tagged out.*

- E. Check for zero energy state at the equipment.

MECHANICAL ENERGY (Gravity activation, or stored in springs, etc)

- A. Block out or use die ram safety chain.
- B. Lockout or tagout safety device.
- C. Shut off, lockout or tagout electrical system.
- D. Check for zero energy state.
- E. Return controls to safest position.

6. CORD AND PLUG CONNECTED EQUIPMENT:

- A. Remove plug from power source
- B. Place plug in a secure device, such as a canister. Affix lock to the canister to lock it shut.
- C. Remove isolating device only when equipment is ready to be placed back in to service.

7. RETURNING EQUIPMENT TO NORMAL OPERATION:

- A. Inspection makes certain the work is completed and inventory tools and equipment used.
- B. Clean-up - Remove all towels, rags, work-aids, etc.
- C. Replace guards - - Replace all guards possible. Sometimes a particular guard may have to be left off until the start sequence is over due to possible adjustments, however, all other guards should be put back into place.
- D. Check controls - All controls should be in their safest position.
- E. The work area shall be checked to ensure that all employees have been safely positioned or removed and notified that the lockout/tagout devices are being removed.
- F. Remove locks/tags -Remove only your lock or tag. Refer to section 8, below.

8. PROCEDURE INVOLVING MORE THAN ONE PERSON:

When servicing and/or maintenance are performed by more than one person, each authorized employee shall place his own lock or tag on the energy isolating source. This shall be done by utilizing a multiple lock scissors clamp if the equipment is capable of being locked out. If the equipment cannot be locked out, then each authorized employee must place his tag on the equipment.

9. PROCEDURE FOR THE REMOVAL OF AN AUTHORIZED EMPLOYEE'S LOCKOUT/TAGOUT BY PATERSON PUBLIC SCHOOLS:

- A. Verification by EOHSO or his/her designee that the authorized employee who applied the device is not in the facility.
- B. EOHSO or his/her designee should make reasonable efforts to advise the employee that his device has been removed. (This can be done when he returns to the facility).
- C. Ensure that the authorized employee has this knowledge before he resumes work at the facility.
- D. Efforts will be made to contact the authorized employee. Verbal confirmation will verify that the work is complete. In the case that work must be continued, the locks will be changed for another authorized employee to continue the work.

10. PROCEDURES FOR SHIFT OR PERSONNEL CHANGES:

- A. For the orderly transfer of lockout and tagout devices between off-going and on-coming employees which will eliminate exposure to hazards from the unexpected energization, start-up, or the release of stored energy or the equipment process; and
- B. To insure that the equipment or process is being maintained in a safe condition so as to permit continued work by employees following the transfer of control over lockout and tagout devices.

11. PROCEDURES FOR OUTSIDE PERSONNEL/CONTRACTORS:

Outside personnel/contractors shall be advised that Paterson Public Schools has and enforces the use of lockout/tagout procedures. They will be informed of the use of locks and tags and notified about the prohibition relating to attempts to restart or re-energize machines or equipment that are locked out or tagged out.

Paterson Public Schools will obtain information from the outside personnel/contractor about their lockout/tagout procedures and advise affected employees of this information. Contractors will follow Paterson Public Schools lockout/tagout procedures including training, if necessary. Outside contractors may also use Paterson Public Schools Lockout/tagout Locks and Tags and permit, see Appendices D, E, F.

The outside personnel/contractor will be required to sign a certification form (see Attachment C). If outside personnel/contractor has previously signed a certification that is on file, there is no need to have them sign a new certification.

12. TRAINING AND COMMUNICATION:

Each authorized employee who will be utilizing the lockout/tagout procedure will be trained in the recognition of applicable hazardous energy sources, type and magnitude of energy available in the work place, and the methods and means necessary for energy isolation and control.

Each affected employee (all employees other than authorized employees utilizing the lockout/tagout procedure) shall be instructed in the purpose and use of the lockout/tagout procedure and the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.

Training will be certified using attachment #A-2 (Authorized personnel) or #A-3 (Affected Personnel). The certification will be retained in the employee's personnel file.

13. PROCEDURES FOR PERIODIC INSPECTION:

A periodic inspection (at least annually) will be conducted of each authorized employee under the lockout/tagout procedure. This inspection shall be performed by the EOHSO, or his/her designee, provided they are not the ones utilizing the energy control procedure being inspected.

The inspection will include a review between the inspector and each authorized employee, of that employee's responsibilities under the energy control (lockout/tagout) procedure. The inspection will also consist of a physical inspection of the authorized employee while performing work under the procedures.

The EOHSO shall certify in writing that the inspection has been performed. The written certification (see attachment #B) shall be retained in the individual's personnel file.

This procedure will also be followed for any new equipment. It shall be reviewed and added to Appendix D

14. ENFORCMENT PROCEDURE:

Failure to follow the lockout/tagout procedure will result in disciplinary action in accordance with Paterson Public Schools' policy.

15. DOCUMENT CONTROL:

This SOP and associated forms shall be included in the Paterson Public Schools Document Control System. The Originals shall be kept in Office of Environmental, Occupational Health and Safety. Copies of these documents can be found in the regulatory binders at each school, and the facility building, 200 Sheridan Ave.

16. REVISIONS:

This Program shall be checked for revisions as needed from date of issue or when OSHA/PEOSH requirements change. Revisions will follow the document control system.

17. ADOPTION

The procedures, which are identified in this Program, have been prepared, reviewed and thereupon approved and authorized relative to its substance and its implementation. This document has also been prepared to meet all applicable requirements of OSHA and the US Code of Federal Regulations and New Jersey Administrative Codes. This program and its objectives are also consistent with the policies of Paterson Public Schools.

Reviewed by/ Approved by:

Assistant Superintendent of Operations

Date

EOHS Officer

Date

Director of Facilities

Date

Paterson Board of Education

Date

18. REVISION LOG

ISSUE REVIEWED	REVISION #	DATE	DATE OF REVISION	SIGNATURE
Original		December 1, 2008		

PATERSON PUBLIC SCHOOLS OFFICE OF ENVIRONMENTAL,
OCCUPATIONAL HEALTH AND SAFETY

19. COPIES IN CIRCULATION

COPY NUMBER	LOCATION	ISSUE NUMBER	SIGNATURE	DATE
1	Office of EOHS	1		
2	Director of Facilities			
3	Supervisor of Career & Vocational Education			
4	School # 1			
5	School # 2			
6	School # 3			
7	School # 4			
8	School # 5			
9	School # 6			
10	School # 7			
11	School # 8			
12	School # 9			
13	School # 10			
14	School # 11			
15	School # 12			
17	School # 13			
18	School # 14			
19	School # 15			
20	School # 17			
21	School # 18			
22	School # 19			
23	School # 20			
24	School # 21			
25	School # 24			
26	School # 25			
27	School # 26			

PATERSON PUBLIC SCHOOLS OFFICE OF ENVIRONMENTAL,
OCCUPATIONAL HEALTH AND SAFETY

COPIES IN CIRCULATION (con't)

COPY NUMBER	LOCATION	ISSUE NUMBER	SIGNATURE	DATE
28	School # 27			
29	School # 28			
30	School # 29			
31	Academy of Performing Arts			
32	Alternative Middle School			
33	B.U.I.L.D			
34	Dale Ave			
35	Early Learning Center			
36	Eastside High School			
37	Edward W. Kilpatrick			
38	Garrett Morgan			
39	Great Falls Academy			
40	Harp/Impact			
41	Norman S. Weir			
42	Panther Academy			
43	Paterson Pre-Collegiate			
44	Public Safety/Sports Academy			
45	New Roberto Clemente			
46	Roberto Clemente			
47	Rosa Parks			
48	Silk City Academy			
49	Stars Academy			
50	Urban Leadership Beech St.			

PATERSON PUBLIC SCHOOLS OFFICE OF ENVIRONMENTAL,
OCCUPATIONAL HEALTH AND SAFETY

COPIES IN CIRCULATION (con't)

COPY NUMBER	LOCATION	ISSUE NUMBER	SIGNATURE	DATE
51	Urban Leadership 40 th St.			
52	International High School			
53	John F. Kennedy			

ATTACHMENT A-1

**LIST OF AUTHORIZED PERSONNEL
FOR
LOCKOUT/TAGOUT PROCEDURES**

Name	Job Title	Lock Color
Michael Maglio	Director of Facilities	
Michael Esposito	Electrician Foreman	
Lincoln Cahuana	Electrician	
Edwin Devalle		
Robert DiPasquale	HVAC	
Thomas DiPasquale	HVAC	
Michael Esposito III	Electrician	
Eduardo Goengana	Electrician	
Omar Lee	HVAC	
Angelo Melendez	HVAC	

ATTACHMENT A-2
CERTIFICATION OF TRAINING
(AUTHORIZED PERSONNEL)

I CERTIFY THAT I RECEIVED TRAINING AS AN AUTHORIZED EMPLOYEE UNDER PATERSON PUBLIC SCHOOLS' LOCKOUT/TAGOUT PROGRAM. I FURTHER CERTIFY THAT I UNDERSTAND THE PROCEDURES AND WILL ABIDE BY THOSE PROCEDURES.

AUTHORIZED EMPLOYEE

SIGNATURE

DATE

Print Name

EOHS Officer

ATTACHMENT B

LOCKOUT/TAGOUT INSPECTION CERTIFICATION

I CERTIFY THAT _____ WAS INSPECTED ON THIS DATE
UTILIZING LOCKOUT/TAGOUT PROCEDURES. THE INSPECTION WAS PERFORMED
WHILE WORKING ON _____.

AUTHORIZED EMPLOYEE SIGNATURE

DATE

INSPECTOR SIGNATURE

DATE

ATTACHMENT C

OUTSIDE PERSONNEL/CONTRACTOR CERTIFICATION

I CERTIFY THAT _____ HAS INFORMED
(OUTSIDE PERSONNEL/CONTRACTOR) _____ THAT THEY WILL
BE REQUIRED TO USE PATERSON PUBLIC SCHOOLS LOCKOUT OR TAGOUT
PROCEDURES AND PERMIT, APPENDIX E.

NAME (PRINTED)

DATE

SIGNATURE

DATE

OUTSIDE PERSONNEL/CONTRACTOR (PRINTED)

DATE

SIGNATURE

DATE

Appendix D

**CURRICULUM EQUIPMENT SPECIFIC PROCEDURE
 FOR
 PATERSON PUBLIC SCHOOLS**

Machine Identification

General Description:

Manufacturer:
 Model Number:
 Serial Number:

Location of equipment:

The type of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types of operator controls:

Energy Sources

The energy sources present on this equipment are: (electrical)

ENERGY SOURCE	LOCATION	Lockable		Type lock or block needed
		Yes	No	

Shutdown Procedures

- 1.
- 2.
- 3.
- 4.
- 5.

Lock Type & Location:

De-energized State To Be Verified? yes How? Visual

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN APPLICATION

Start Up Procedures

- 1.
- 2.
- 3.
- 4.
- 5.

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN APPLICATION

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use this procedure.

AFFECTED EMPLOYEES	
Name	Job Title
All employees in	

AUTHORIZED EMPLOYEES	
Name	Job Title

Approved by (& date):

Approved by (& date):

APPENDIX E

**FACILITY EQUIPMENT SPECIFIC PROCEDURE
 FOR
 PATERSON PUBLIC SCHOOLS**

Machine Identification

General Description:

Manufacturer:
 Model Number:
 Serial Number:

Location of equipment:

The type of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types of operator controls:

Energy Sources

The energy sources present on this equipment are: (electrical)

ENERGY SOURCE	LOCATION	Lockable		Type lock or block needed
		Yes	No	

Shutdown Procedures

- 1.
- 2.
- 3.
- 4.
- 5.

Lock Type & Location:

De-energized State To Be Verified? yes How? visual

PATERSON PUBLIC SCHOOLS OFFICE OF ENVIRONMENTAL,
OCCUPATIONAL HEALTH AND SAFETY

- 22 -

**NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN
APPLICATION**

Start Up Procedures

- 1.
- 2.
- 3.
- 4.
- 5.

**NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN
APPLICATION**

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use this procedure.

AFFECTED EMPLOYEES	
Name	Job Title
All employees in	

AUTHORIZED EMPLOYEES	
Name	Job Title

Approved by (& date):

Approved by (& date):

Appendix F

**FOOD SERVICE EQUIPMENT SPECIFIC PROCEDURE
 FOR
 PATERSON PUBLIC SCHOOLS**

Machine Identification

General Description:

Manufacturer:
 Model Number:
 Serial Number:

Location of equipment:

The type of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types of operator controls:

Energy Sources

The energy sources present on this equipment are: (electrical)

ENERGY SOURCE	LOCATION	Lockable		Type lock or block needed
		Yes	No	

Shutdown Procedures

- 1.
- 2.
- 3.
- 4.
- 5.

Lock Type & Location:

De-energized State To Be Verified? yes How? visual

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN APPLICATION

Start Up Procedures

- 1.
- 2.
- 3.
- 4.
- 5.

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN APPLICATION

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use this procedure.

AFFECTED EMPLOYEES	
Name	Job Title
All employees in	

AUTHORIZED EMPLOYEES	
Name	Job Title

Approved by (& date):

Approved by (& date):

APPENDIX G

**PATERSON PUBLIC SCHOOLS
ELECTRICAL LOCKOUT PERMIT
Lock out of Power Driven Equipment Safety Permit**

This permit covers locking out of electrical powered equipment prior to maintenance work. It also should apply when equipment is being inspected providing inspection requires dis assembly or removal of guards, etc. This permit must be filled out and posted at the work site before the work begins. Employees performing the work should report unusual conditions not covered by this permit to their immediate supervisor. On completion of work, sign and leave the permit at the work site. Owner then retains the safety permit for future use.

Building owners responsibilities

1. Equipment/processing are locked out at where power can be cut off safely..... Yes..... No N/A
2. Turned starter box switch off and attached multip le tag and building lock...Yes..... No N/A
3. Were the fuses pulled by the electrician..... Yes No N/A
4. Tried to operate the switch to ensure switch is locked out..... Yes No N/A

Location

Building no. _____ Asset # _____ Equipment to be locked out _____
Foreman's Signature _____ Date _____ Time _____
Please explain items checked as No. _____

Craftsmen Responsibilities

- Talked to building foreman/l ead operator to discuss the job..... Yes..... No N/A
Placed a lockout tag on the main starter..... Yes No N/A

Placed lockout on main starter box switch or checked fuse was pulled

Craftsman 1 Yes..... No.....N/A	Signature _____	Date _____	Time _____
Craftsman 2 Yes..... No.....N/A	Signature _____	Date _____	Time _____
Craftsman 3 Yes..... No.....N/A	Signature _____	Date _____	Time _____
Craftsman 4 Yes..... No.....N/A	Signature _____	Date _____	Time _____

Tried to operate the control switch
to ensure switch is locked out
Craftsman 1 Yes NoN/A
Craftsman... 2 Y es... .No... .N/ A
Craftsman... 3.. .Y es... .No... .N/A
Craftsman 4 Y es... .No... .N/ A

Craftsman's Completion of work
Replace guards of equipment. Yes No N/A
Remove lock and tag Yes No N/A
Signature of last craftsman _____

Completion of job

Building Owner: Check all equipment guards are placed and secure
Remove the building lock YesNo.....N/A

Signature _____ Date _____ Time _____

APPENDIX H

Occupational Safety & Health Administration



Regulations (Standards- 29 CFR)

The control of hazardous energy (lockout/tagout). - 1910.147



[Regulations \(Standards - 29 CFR\) - Table of Contents](#)

-
- **Part Number:** 1910
 - **Part Title:** Occupational Safety and Health Standards
 - **Subpart:** J
 - **Subpart Title:** General Environmental Controls
 - **Standard Number:** [1910.147](#)
 - **Title:** The control of hazardous energy (lockout/tagout).
-
- **Appendix:** [A](#)
-

1910.147(a)

Scope, application and purpose -

1910.147(a)(1)

Scope

1910.147(a)(1)(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.

1910.147(a)(1)(ii)

This standard does not cover the following:

1910.147(a)(1)(ii)(A)

Construction, agriculture and maritime employment;

1910.147(a)(1)(ii)(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

1910.147(a)(1)(ii)(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

..1910.147(a)(1)(ii)(D)

1910.147(a)(1)(ii)(D)

Oil and gas well drilling and servicing.

1910.147(a)(2)

Application.

1910.147(a)(2)(i)

This standard applies to the control of energy during servicing and/or maintenance of machines and equipment.

1910.147(a)(2)(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:

1910.147(a)(2)(ii)(A)

An employee is required to remove or bypass a guard or other safety device; or

1910.147(a)(2)(ii)(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).

1910.147(a)(2)(iii)

This standard does not apply to the following:

..1910.147(a)(2)(iii)(A)

1910.147(a)(2)(iii)(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.

1910.147(a)(2)(iii)(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-

1910.147(a)(2)(iii)(B)(1)

continuity of service is essential;

1910.147(a)(2)(iii)(B)(2)

shutdown of the system is impractical; and

1910.147(a)(2)(iii)(B)(3)

documented procedures are followed, and special equipment is used which will provide proven effective protection for employees.

1910.147(a)(3)

Purpose.

1910.147(a)(3)(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.

1910.147(a)(3)(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.

1910.147(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 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.

..1910.147(c)

[1910.147\(c\)](#)

General -

[1910.147\(c\)\(1\)](#)

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, 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.

[1910.147\(c\)\(2\)](#)

Lockout/tagout.

1910.147(c)(2)(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.

1910.147(c)(2)(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.

1910.147(c)(2)(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.

1910.147(c)(3)

Full employee protection.

1910.147(c)(3)(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.

..1910.147(c)(3)(ii)

1910.147(c)(3)(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.

1910.147(c)(4)

Energy control procedure.

1910.147(c)(4)(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.

1910.147(c)(4)(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:

1910.147(c)(4)(ii)(A)

A specific statement of the intended use of the procedure;

1910.147(c)(4)(ii)(B)

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

1910.147(c)(4)(ii)(C)

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

..1910.147(c)(4)(ii)(D)

1910.147(c)(4)(ii)(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.

1910.147(c)(5)

Protective materials and hardware.

1910.147(c)(5)(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.

1910.147(c)(5)(ii)

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

1910.147(c)(5)(ii)(A)

Durable.

1910.147(c)(5)(ii)(A)(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.

1910.147(c)(5)(ii)(A)(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.

1910.147(c)(5)(ii)(A)(3)

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

..1910.147(c)(5)(ii)(B)

1910.147(c)(5)(ii)(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.

1910.147(c)(5)(ii)(C)

Substantial -

1910.147(c)(5)(ii)(C)(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.

1910.147(c)(5)(ii)(C)(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.

1910.147(c)(5)(ii)(D)

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

1910.147(c)(5)(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.**

..1910.147(c)(6)

1910.147(c)(6)

Periodic inspection.

1910.147(c)(6)(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.

1910.147(c)(6)(i)(A)

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

1910.147(c)(6)(i)(B)

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

1910.147(c)(6)(i)(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.

1910.147(c)(6)(i)(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.

..1910.147(c)(6)(ii)

1910.147(c)(6)(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.

[1910.147\(c\)\(7\)](#)

Training and communication.

[1910.147\(c\)\(7\)\(i\)](#)

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:

1910.147(c)(7)(i)(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.

1910.147(c)(7)(i)(B)

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

1910.147(c)(7)(i)(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.

1910.147(c)(7)(ii)

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

..1910.147(c)(7)(ii)(A)

1910.147(c)(7)(ii)(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.

1910.147(c)(7)(ii)(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.

1910.147(c)(7)(ii)(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.

1910.147(c)(7)(ii)(D)

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

1910.147(c)(7)(ii)(E)

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

1910.147(c)(7)(ii)(F)

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

1910.147(c)(7)(iii)

Employee retraining.

..1910.147(c)(7)(iii)(A)

1910.147(c)(7)(iii)(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.

1910.147(c)(7)(iii)(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.

1910.147(c)(7)(iii)(C)

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

1910.147(c)(7)(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.

1910.147(c)(8)

Energy isolation. Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance.

1910.147(c)(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.

..1910.147(d)

1910.147(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:

1910.147(d)(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.

1910.147(d)(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.

1910.147(d)(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).

1910.147(d)(4)

Lockout or tagout device application.

1910.147(d)(4)(i)

Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.

..1910.147(d)(4)(ii)

1910.147(d)(4)(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.

1910.147(d)(4)(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.

1910.147(d)(4)(iii)(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.

1910.147(d)(4)(iii)(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.

1910.147(d)(5)

Stored energy.

1910.147(d)(5)(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.

..1910.147(d)(5)(ii)

1910.147(d)(5)(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.

1910.147(d)(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.

1910.147(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:

1910.147(e)(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.

1910.147(e)(2)

Employees.

1910.147(e)(2)(i)

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

1910.147(e)(2)(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.

1910.147(e)(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:

1910.147(e)(3)(i)

Verification by the employer that the authorized employee who applied the device is not at the facility:

1910.147(e)(3)(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

1910.147(e)(3)(iii)

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

..1910.147(f)

1910.147(f)

Additional requirements.

[1910.147\(f\)\(1\)](#)

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:

1910.147(f)(1)(i)

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

1910.147(f)(1)(ii)

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

1910.147(f)(1)(iii)

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

1910.147(f)(1)(iv)

Energize and proceed with testing or positioning;

1910.147(f)(1)(v)

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

1910.147(f)(2)

Outside personnel (contractors, etc.).

1910.147(f)(2)(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.

..1910.147(f)(2)(ii)

1910.147(f)(2)(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.

1910.147(f)(3)

Group lockout or tagout.

1910.147(f)(3)(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.

1910.147(f)(3)(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:

1910.147(f)(3)(ii)(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);

1910.147(f)(3)(ii)(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

1910.147(f)(3)(ii)(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

..1910.147(f)(3)(ii)(D)

1910.147(f)(3)(ii)(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.

1910.147(f)(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 §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.

[54 FR 36687, Sept. 1, 1989, as amended at 54 FR 42498, Oct. 17, 1989; 55 FR 38685, 38686, Sept. 20, 1990; 61 FR 5507, Feb. 13, 1996]



[Next Standard \(1910.147 App A\)](#)



[Regulations \(Standards - 29 CFR\) - Table of Contents](#)



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OCCUPATIONAL HEALTH AND SAFETY - 43 -

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APPENDIX H



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Regulations (Standards- 29 CFR)
Typical minimal lockout procedures- 1910.147 App A



[Regulations \(Standards - 29 CFR\) - Table of Contents](#)

-
- **Part Number:** 1910
 - **Part Title:** Occupational Safety and Health Standards
 - **Subpart:** J
 - **Subpart Title:** General Environmental Controls
 - **Standard Number:** 1910.147 App A
 - **Title:** Typical minimal lockout procedures
-

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

PATERSON PUBLIC SCHOOLS OFFICE OF ENVIRONMENTAL,
OCCUPATIONAL HEALTH AND SAFETY

- 45 -

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.

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 the 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 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

PATERSON PUBLIC SCHOOLS OFFICE OF ENVIRONMENTAL,
OCCUPATIONAL HEALTH AND SAFETY

- 47 -

removal of some forms of blocking may require re-energization 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 used.

[54 FR 36687, Sept. 1, 1989 as amended at 54 FR 42498, Oct. 17, 1989; 55 FR 38685, Sept. 20, 1990; 61 FR 5507, Feb. 13, 1996]



[Next Standard \(1910 Subpart K\)](#)



[Regulations \(Standards - 29 CFR\) - Table of Contents](#)



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