

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number FSS-010
	Subject Energy Control Program – Lockout/Tagout	
	Special Instructions Replaces LOG-009 dated August 25, 2011	Effective Date March 1, 2015

I. PURPOSE

Establish minimum requirements for an Energy Control Program prior to service or maintenance of equipment and machinery.

II. POLICY

All equipment and machinery shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to employees.

III. DEFINITIONS

A. Lockout/tagout – Applies to the control of any energy source to protect against accidental or inadvertent operation during the servicing and maintenance of machines and equipment.

B. Energy Source – Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other type of energy that causes the machine or equipment to function.

IV. PROCEDURES

A. Shutdown procedures.

1. Notify all affected employees that a lockout/tagout procedure shall be used during service and maintenance of local machinery.
2. Locate and identify all energy isolating devices that apply to the equipment to be serviced. Equipment inventory lists should be used as a lockout/tagout reference.
3. Shut off the machinery.
4. Dissipate or safely restrain any stored energy; such as springs, elevated machinery parts, rotating fly wheels, stored pressure in water, gas, steam, or air systems.
5. Lockout and/or tagout all energy isolating devices with individually assigned locks or tags. Double-check the possibility of accidental activation of the energy source before beginning service/maintenance.

B. Startup procedures.

1. Reinstall all machinery guards, cages, panels and other safety devices.
2. Remove all tools and personnel from immediate area of the services equipment or machinery.
3. Remove individual locks and/or tags.
4. Restore energy to the equipment or machinery.

C. Multiple employee operation.

1. If more than one authorized individual is involved with service or maintenance or specific equipment or machinery, each individual shall install the employee's own lock or tag to the energy-isolating device.
2. If outside personnel (contractors) are on-site, the on-site employer/employee and the contractor shall inform each other of their respective lockout/tagout procedures and comply with IOSHA standard restrictions mutually before service or maintenance begins.

D. IOSHA standard exclusions include:

1. Normal production operations that include minor equipment adjustment; and
2. Work performed on a cord and plug connected to the equipment, when the equipment is unplugged and the employee working on the equipment has control of the plug.

E. Training and Inspection.

1. Newly hired, transferred, and other authorized employees shall be instructed by a supervisor or a safety officer in the significance of the lockout/tagout standard.
2. Annual and unspecified periodic inspection of the energy control program shall be conducted to ensure compliance.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.