

Appendix A:

HAZARDOUS ENERGY CONTROL PROCEDURE

Equipment to be isolated:		
Manufacturer:	Model #	Serial #
Equipment location:	Building	Room

Type and magnitude of hazardous energy to be controlled (electric, natural gas, steam, hydraulic, spring, gravity, mechanical, pneumatic):
Location of energy isolation device(s) and equipment controls:

Specific instructions for shutdown, restraint, isolation, and/or dissipation of hazardous energy (please include precise, step-by-step information):

1. Lockout/Tagout shall only be completed by trained, authorized employees

2. Prepare for equipment or circuit shutdown.
 - a. Notify affected employees.
 - b. Assemble all required tools, materials and procedures.
 - c. Brief workers on their responsibilities, job duties and safety procedures.
 - d. Identify and locate pertinent shutdown and energy isolation devices.

3. Shutdown equipment or circuit.

4. Isolate from energy source.

5. Relieve all stored, residual energy.

6. Apply LO/TO device. Record LO/TO in LO/TO Numbering Log when conducting group lockout.

7. Verify energy isolation and relief of stored energy.

Revised: 07/2019

CAUTION: RETURN OPERATING CONTROLS TO “OFF” OR “NEUTRAL” POSITION AFTER THE TEST.

For electrical energy sources, a qualified person (electrician) shall use test equipment to test the circuit elements and electrical parts to which employees will be exposed and verify that they are de-energized.

- 8. Complete the desired work.
- 9. After completion of work, safely release from LO/TO by:
 - a. Inspecting work area.
 - b. Restoring all safety devices.
 - c. Check/notifying affected employees.
 - d. Removing LO/TO device.

Lock-out device(s) required:

Method to verify complete isolation of equipment:

Procedure completed by: _____
name/title

Responsible Authorized Personnel : _____
name/title

Responsible Authorized Personnel signature: _____ Date: _____

Please retain original procedure and send one copy to the Environmental Health & Safety Office