

# Appendix A

## Hazardous Energy Control Procedure Form

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 ( <b>please include precise, step-by-step information</b> ):

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.

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**