TITLE:

LOCKOUT/TAGOUT PROCEDURE REQUIREMENTS

Procedures must be developed, documented and utilized for the control of potentially hazardous energy when employees are performing maintenance or service to equipment or machines that have the potential to cause harm during these activities.

1.0 The Energy Control Procedure

According to OSHA and EHSO, the energy control procedure must contain, at a minimum, the following information:

- Scope and purpose of the procedure;
- Statement of the intended use of the procedure, including if it is a one-time-use procedure;
- Means to enforce compliance;
- Unique name of the equipment or process;
- Any special or unique hazards;
- Type(s) and magnitude of the energy used by the machine or equipment;
- Description and location of the machine, equipment, or process isolation controls;
- Procedural steps for shutting down, isolating, blocking and securing the machine or equipment;
- Techniques used to dissipate or restrain identified residual energy;
- Requirements for testing a machine, equipment, or process to determine and verify the effectiveness of the lockout/tagout devices and other energy control measures; and
- Signature of person approving the procedure, including the date the procedure was approved and the date of the next required review.

2.0 Exception to the Energy Control Procedure

The employer does not need to document the procedure for a particular machine or equipment, when all of the following eight (8) elements exist:

1. The machine or equipment has no potential for stored or residual energy or re-accumulation 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 de-energize 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 locked-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 re-energization of the machine or equipment during servicing or maintenance.

3.0 Generic Procedures and Their Limitations

It may be possible to create a generic lockout-tagout procedure to be used on a group of similar equipment. When choosing to employ a generic procedure, care should be taken to only group equipment with the same energy source types and methods for isolation. Generic procedures should only be used for simple machines, with a maximum of 2-3 energy sources. Units that are located in the same area, have the same orientation, and have the same disconnect types and locations work best.

While generic procedures allow employers to quickly create a lockout-tagout procedure for all machines, there are limitations. **Generic procedures do not allow for machine-specific steps or cautions.** If machines are not identical, there is a higher possibility of making a mistake when locking out the unit.

Finally, if one unit in a group is modified, the generic procedure will no longer apply and a new procedure will need to be created.

4.0 Periodic inspection

The employer must perform a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of the OSHA standard are being followed. During a review of the procedure, the following must occur:

- An authorized employee performs the inspection, other than the ones(s) performing lockout/tagout using the energy control procedure that is being inspected;
- The inspection of the procedure is conducted to correct any deviations or inadequacies;
- Where tagout is used for energy control:
    - The procedure specifically identifies the use of tagout, including all additional elements necessary to provide the equivalent level of safety available from the use of a lockout device;
    - The inspection includes a review with each authorized employee and their responsibilities under the energy control procedure being inspected, including all the limitations of tags;
- The authorized employee certifies that the periodic inspection has been performed by completing the Periodic Inspection Certification Form.