



Safety and Risk Management

Hazardous Energy Control (Lockout/Tagout) Program

I. **PURPOSE.** The purpose of the Hazardous Energy Control Program (Lockout/Tagout) is to prevent injury to employees caused by the unexpected energization, start-up, or release of stored energy. Prevention methods will consist of attaching lockout/tagout mechanisms to energy isolating devices, to disable machines or equipment. This program meets or exceeds the requirements found in the Virginia Occupational Safety and Health Standard (VOSH) 1910.147, "The Control of Hazardous Energy (Lockout/Tagout)."

II. **SCOPE.** Any employee servicing or maintaining machinery or equipment, where the unexpected energizing start up or release of stored energy could occur and cause injury, is to isolate and make inoperative the machinery or equipment before servicing. Tagout is acceptable only if lockout cannot be done. Areas allowing tagout only are to be approved by the employee's supervisor. When equipment/machinery is purchased, repaired, renovated, or modified, energy isolating devices will be installed to accept a lockout device. This does not apply to supervised cord and plug connected equipment, or hot taps.

III. **RESPONSIBILITY.** Occupational Safety developed this program and is responsible for maintaining the written hazardous energy control program and developing a lockout/tagout training program.

The Physical Plant Division, Plant Operations, Bio-med Engineering, Student Affairs, Business Services and any department with employees that may be involved in servicing equipment will be responsible for:

1. Identifying individuals who need training, including employees needing retaining when changes are made,
2. Developing specific procedures for controlling hazardous energy for each machine or piece of equipment that applies to the Control of Hazardous Energy Standard 1910.147,
3. Testing machines to verify the effectiveness of energy controlling measures,
4. Inspecting annually to ensure compliance with this lockout/tagout program,
5. Identifying those employees to be trained as an authorized employee to service equipment,
6. Ensuring that new equipment, or existing equipment that is repaired, renovated, or modified is designed to accept a lockout device,
7. Providing protective materials and hardware needed to isolate machines from energy sources (such as: locks, tags, chains, wedges, self-locking fasteners, adapter pins), enforcing this program through supervision, using when necessary warnings, suspension, and termination.

IV. **ENERGY CONTROL PROCEDURE** Facilities Management, Student Affairs, Business Services, and any department that has employees which may be involved in the task of servicing equipment are required to have detailed lockout procedure for each similar piece of machinery or equipment. The following needs to be included in each procedure:



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1. The name of the equipment or machinery
2. The types and magnitudes of energy(s) and hazards
3. Names/job titles of authorized employees to lockout or tagout
4. Names/job titles of affected employees and how to notify
5. Types and location of energy isolating devices
6. Types of stored energy and methods to dissipate or restrain
7. Methods selected; i.e., locks, tags, additional safety measures
8. Specific requirements for testing equipment to see that lockout/tagout device or other energy control measures are effective
9. Names/job titles of employees authorized for group lockout or tagout.