

19.2: Energy Control Procedure

Energy Control Procedure

General

Procedures shall be developed, documented and utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section.

Procedure requirements

The procedures shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance.

Protective Materials and Hardware

General

Locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware shall be provided by the employer for isolating, securing or blocking of machines or equipment from energy sources.

Lockout and tagout device requirements

Lockout devices and tagout devices shall be singularly identified; shall be the only device(s) used for controlling energy; shall not be used for other purposes; and shall meet the following requirements:

Durable:

1. Lockout and tagout devices shall be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
2. Tagout devices shall be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.
3. Tags shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.

Standardized:

Lockout and tagout devices shall be standardized within the facility in at least one of the following criteria: Color; shape; or size; and additionally, in the case of tagout devices, print and format shall be standardized.

Substantial:

1. Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools.
2. Tagout devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means shall be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece all environment- tolerant nylon cable tie.

Identifiable:

Lockout devices and tag out devices shall indicate the identity of the employee applying the device(s).

Tagout device warnings

Tagout devices shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as the following: "Do Not Start. Do Not Open. Do Not Close. Do Not Energize. Do Not Operate."

Inspection of procedure

The employer shall conduct a periodic inspection of the energy control procedure at least annually to ensure that the procedure and the requirements of this standard are being followed.

The periodic inspection shall

1. be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected.
2. be conducted to correct any deviations or inadequacies identified.
3. where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.
4. where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, of that employee's responsibilities under the energy control procedure being inspected, and the limitations of tags.
5. be certified by the employer. The certification shall identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection.

Training and Communication

Training

The employer shall provide training to ensure that the purpose and function of the energy control program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are acquired by employees. The training shall include the following:

1. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
2. Each affected employee shall be instructed in the purpose and use of the energy control procedure.
3. All other employees whose work operations are or may be in an area where energy control procedures may be utilized, shall be instructed about the procedure, and about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.

Tagout system training

When tagout systems are used, employees shall also be trained in the following limitations of tags:

1. Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
2. When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated
3. Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
4. Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
5. Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
6. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

Retraining

Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change of or to machines, equipment or processes that present a new hazard, or when there is a change in the energy control procedures.

Additional retraining shall also be conducted whenever the periodic inspection, required by the standard, reveals, or whenever the employer has reason to believe that there are deviations from or inadequacies in the employee's knowledge or use of the energy control procedures.

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