



LEADERS IN  
ENVIRONMENTAL  
PROTECTION

## **HAZARDOUS ENERGY CONTROL PROGRAM**

### **I. PURPOSE**

The purpose of this program is to protect employees from injuries while in the vicinity of equipment which are sources of hazardous energy. The actual servicing and maintaining of hazardous energy equipment will be performed by qualified personnel contracted by Leucadia Wastewater District.

### **II. SCOPE**

The program establishes requirements for hazardous energy control. It is to be used to ensure that machines and equipment are isolated from all potentially hazardous energy sources whenever servicing or maintenance activities are in progress.

### **III. RESPONSIBILITY**

1. The Field Services Manager/Supervisor is designated as the Program Coordinator for this company. Specific responsibilities include:

- a. Provide Hazardous Energy Control training to employees.
- b. Maintain a current listing of employees who have completed lockout training (Attachment 1).
- c. Maintain a current listing of all equipment/machines which fall under the Hazardous Energy Control program (Attachment 2). Listing is to be updated each time a change occurs.
- d. Implementation and enforcement of this program.
- e. Maintain an adequate supply of padlocks and DANGER tags for use each time a lockout process is performed. Padlocks and tags are located in the Field Services Department.
- f. Conduct the annual inspection & review as required by section VII of this program.

2. Each supervisor is responsible for the effective use of this program in the work group and to see that all required procedures are followed in every instance.

3. Each employee is responsible for learning and following the procedures and practices developed under this program. Notify the Program Coordinator prior to a lockout process.

#### **IV. BASIC LOCKOUT PRINCIPLES**

All equipment must be locked out to protect against accidental or inadvertent operation, when operation could cause injury to personnel. Locks are to be applied and removed only by the authorized employee who is performing the servicing or maintenance.

No one should attempt to operate locked out equipment.

Disciplinary action will be applied if any employee violates these procedures, regardless of whether or not physical harm or equipment damage results.

Lockout devices (padlocks) with an appropriate DANGER warning tag shall be used only for energy control. Prior to the servicing or maintenance of equipment a padlock and DANGER warning tag will be obtained from the Program Coordinator. Each padlock will be keyed differently with no master key or duplicate keys available.

#### **V. TRAINING**

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.

Each affected employee shall be instructed in the purpose and use of the energy control procedure.

All other employees who do not work in areas where lockout may be used will be provided a brief overview of the lockout program.

Training in lockout will be given to all new employees as a part of their orientation. Retraining will be conducted whenever there is a change in job assignment, a change in machinery or equipment or process change that presents a new hazard.

Names of authorized employees who have received appropriate lockout training will be identified on the Hazardous Energy Control Training Record (Attachment 1).

#### **VI. LOCKOUT**

##### **A. SEQUENCE OF LOCKOUT:**

The following are specific procedures to be followed for lockout.

1. Notify the Program Coordinator.
2. Notify all affected employees that lockout is going to be utilized, and the reason why.
3. If the machine/equipment is in operation, shut it down by the normal shutdown procedure.
4. Operate the appropriate switch, valve, etc., so that the machine/equipment is isolated from the energy source.
5. Lock the energy isolating devices, using assigned locks and danger tags.
6. Release, restrain, or dissipate any stored energy.
7. Verify that energy isolation is complete, by attempting to start the affected machinery or equipment in the normal manner.
8. After testing, return all operation controls to the "neutral" or "off" positions.

#### **B. RESTORATION TO NORMAL:**

1. After service or maintenance is complete, check the area to ensure that no employees are exposed.
2. Remove all tools and repair equipment.
3. Ensure that all guards have been replaced and all safety interlocks reactivated (if so equipped).
4. Verify that the operating controls are in the "off" or neutral position.
5. Remove all lockout and tag devices and activate the energy isolation devices to restore energy.

#### **VII. PROGRAM INSPECTION AND REVIEW**

At least annually, a designated representative will verify the effectiveness of the energy control procedures. These inspections shall provide for a demonstration of the procedures and may be carried out through random audits and observations.

The inspector must review the Hazardous Energy Control Procedure with all authorized employees, and actually observe the use of the Hazardous Energy Control Procedure. This inspection must be certified and documented by the inspector using a Hazardous Energy Control Lockout Program Inspection form. (Attachment 3).

These inspections are to ensure that the energy control procedures are being properly used, and to provide a check on the continued adherence to the procedures. Management must certify that the prescribed inspections have been performed. Any deficiencies must be corrected immediately, either by modification of the procedure, retraining of employees, or a combination of both.

## **VIII. OUTSIDE CONTRACTORS**

Outside personnel or contractors involved in lockout of equipment or machinery that affects our employees must submit their energy control procedures, in writing, to the Program Coordinator. All affected employees must be trained in and familiar with the contractor's submitted procedure.

In order to protect our employees, the contractor's work area will be isolated, and access by our employees will be restricted. If this is impractical or cannot be accomplished, the Program Coordinator must assure the contractor's compliance with proper work procedures, energy isolation procedures and contractor employee compliance.

Contractors failing to adhere to the provisions of the OSHA Hazardous Energy Control standard will be asked to terminate their work until their program is brought into compliance.

**Attachment 1**

HAZARDOUS ENERGY CONTROL

PROGRAM TRAINING RECORD

The following company employees have received Hazardous Energy Control (Lockout) training.

NAME	DEPT	TYPE OF TRAINING	DATE
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## **Attachment 2**

### HAZARDOUS ENERGY CONTROL

### LOCKOUT EQUIPMENT LISTING

The following machines and equipment fall under the requirements of 29 CFR 1910.147, the Control of Hazardous Energy (Lockout/Tagout). For this reason appropriate lockout procedures must be performed each time servicing or maintenance is performed.

EQUIPMENT/MACHINE IDENTIFICATION LOCATION DATE LISTED

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**Attachment 3**

HAZARDOUS ENERGY CONTROL

LOCKOUT PROGRAM INSPECTION

DATE: \_\_\_\_\_

EQUIPMENT IDENTIFICATION:

INSPECTION:

AUTHORIZED EMPLOYEES (JOB TITLES)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

PROCEDURES BEING FOLLOWED: Y / N

COMMENTS/DEFICIENCIES

DEFICIENCY FOLLOW-UP: COMPLETED \_\_\_\_\_ N/A

DATE

COMMENTS

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_\_