



Lockout-tagout and any other energy control procedures shall be applied by authorized personnel only. Authorization must be obtained from the area supervisor before any service or maintenance work begins.

Affected employees should be notified of the ongoing procedures.

The following steps can be followed to develop specific energy control procedures:

#### Preparation for shutdown

Before turning the equipment off, familiarize with manufacturer's instructions for equipment shutdown. Know all the energy sources involved, their hazards, and the control procedures that should be applied.

Ensure that all the devices you need for energy control are readily available at the work area.

Notify all affected employees of equi



Lockout and tagout devices cannot be used for any other purposes than energy isolation and control.

They should be durable and able to stand up to environmental conditions of exposure. Tags should be replaced when they become illegible.

The lockout and tagout devices should be standardized in at least one of the following aspects: color; shape; or size. Tag format should also be standardized.

Lockout and tagout devices should not be removed when applying an unlocking strength of less than fifty pounds.

Tagout devices should identify the person who applied it. They should also have a warning message preventing their removal or equipment energizing.

**Periodic Inspections:**

The responsible supervisor must conduct inspections at least once every year to make sure that the energy control procedures are being followed and effectively protect personnel from hazardous energy sources.

**Training And Communication:**

Training is required to ensure that personnel understand the energy control program, and the prescribed standard operating procedures.

Training activities should be documented, including content of the training, personnel's names and dates of training.

Retraining should be provided whenever there is a change in job assignments, or standard procedures. It should also be provided when new hazards are present or when a deficiency in following standard procedures is noticed.