Energy control procedure template

Scope:

This lockout procedure is for | Specific machine or equipment that this procedure applies to:

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_____
_____

Purpose:

- This procedure establishes the minimum requirements necessary to protect employees from injury caused by the unexpected energization, start up or release of stored energy during service or maintenance.
- Use this procedure to make sure the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before any employee begins work.

Authorization:

- The following persons are authorized to lock out the machine or equipment using this procedure. | List the names of authorized employees you want to use this procedure:

_____
_____
_____

Compliance with this program:

- All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout.
- Authorized employees will perform lockout as described in this procedure.
- No employee will attempt to start, energize or use any machine or equipment that is locked out.
- Failure to comply with this procedure will result in disciplinary action.

Intended use:

- This procedure will be used for the following service or maintenance actions | List the service and maintenance activities that require using the procedure:

_____
_____
_____
_____

Specific procedural steps:

Step 1: The authorized employee will identify the type and magnitude of the energy that the machine or equipment uses, understand the hazards of the energy, and the methods to control the energy before using this procedure. | List the type and magnitude of the energy, its hazards, and the methods to control the energy.

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_____
_____

_____
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_____

Step 2: Notify all affected employees that the machine or equipment is to be shut down and locked out for service or maintenance. | List the names or job titles of affected employees and how to notify them (i.e. verbally):

_____
_____
_____

_____
_____
_____

Step 3: Shut down the machine or equipment by the normal stopping procedure (such as depressing a stop button, opening switches, or closing valves). | List types and locations of machine or equipment operating controls.

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_____

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Step 4: Completely isolate the machine or equipment from its energy sources by using the appropriate energy-isolating devices.| List types and locations of energy isolating devices.

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_____
_____

_____
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Step 5: Lock out the energy isolating devices with assigned individual locks. | List any additional procedural requirements, such as putting on a tag with amplifying information, necessary for the authorized employee to know:

Step 6: Dissipate or restrain stored and residual energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, using methods such as grounding, repositioning, blocking or bleeding down. | List the types of stored and residual energy and the methods to dissipate or restrain them.

List any actions necessary to prevent stored energy from re-accumulating to a hazardous level:

Step 7: Make sure the equipment is disconnected from the energy sources and stored and residual energy has been made safe. Check that no personnel are exposed, and then verify the isolation of the equipment by doing the following: | List the method of verifying machine or equipment isolation, such as operating the push button or other normal operating controls or by testing to make certain the equipment will not operate.

Caution: Return the operating controls to the **safe, neutral** or **off** position, after verifying the equipment is isolated from its energy sources.

The machine or equipment is now locked out

Restore the machine or equipment to service after the service or maintenance is completed and the machine or equipment is ready to return to its normal operating condition by doing the following steps:

Step 1: Check the machine or equipment and the immediate area around it to make sure all nonessential items have been removed and that the machine or equipment is in operating condition and ready to energize.

Step 2: Make sure all employees are safely positioned for starting or energizing the machine or equipment.

Step 3: Verify that the controls are in neutral.

Step 4: Remove the lockout devices and reenergize the machine or equipment.

Note: Some forms of blocking may require re-energization of the machine before they can be safely removed.

Step 5: Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use.

Questions? Contact ASU Environmental Health and Safety
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