CALIFORNIA STATE UNIVERSITY
EAST BAY

Hazardous Energy Control Program

This Hazardous Energy Control Program is hereby approved:

Signature _____ **Date** 02 Feb 11

Signature _____ **Date** 2/1/11

LOCKOUT/TAGOUT PROGRAM

1.0 PURPOSE

The purpose of the lockout/tagout program is to prevent injury to employees required to perform service and maintenance operations on equipment, and to comply with Cal/OSHA General Industry Safety Order, Title 8, Section 3314(f).

2.0 SCOPE

This 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

4.0 RESPONSIBILITY

4.1 Department of Environmental Health & Safety (EHS)

4.1.1 Establish, maintain, and update the Lockout/Tagout Program.

4.1.2 Review implementation of the Program and verify compliance.

4.2 Manager

4.2.1 Ensure authorized employees in the department complete lockout/tagout training.

4.2.2 Maintain a current listing of employees who have completed lockout training.

4.2.3 Maintain a current listing of all equipment/machines which apply to the lockout/tagout procedures.

4.2.4 Implement and enforce this program as it pertains to their areas.

4.4.3 Verify that lockout/tagout devices he/she applied have not been removed before resuming work from an absence.

6.1.2 Lockout/tagout is not required for cord or plug connected electrical equipment if unplugging the cord completely de-energizes the equipment and removes all other hazardous energy sources, and the plug is under the exclusive control of

complete visibility of the employee performing the work.

6.1.2.1 If the employee must leave the area before service or maintenance

activities are completed (i.e. break, overnight), the plug must be locked out or the employee must verify that the cord is unplug prior to resuming work.

6.1.3 A lockout device for all energy sources will be provided. This will include

6.1.12 When it is necessary for work on equipment to continue into the next shift, the employee on the departing shift will remove his/her own lockout or tagout device in the presence of the oncoming employee. The oncoming employee will immediately insert his/her lockout or tagout device in the energy isolating device and will follow procedures to verify that all hazardous energies have been isolated.

6.1.13 Lockout/Tagout devices will be singularly identified as lockout or tagout devices and will be the only devices used for controlling energy. Lockout or

tagout devices will not be used for any other purpose.

6.1.14 Lockout or tagout devices will:

- Be durable and capable of withstanding the environment to which they are exposed to for the maximum period of time that the exposure is expected.
- Lockout devices will be capable of preventing tampering or removal.
- Tagout devices will be constructed and printed so that exposure to weather conditions or wet locations will not cause the tag to deteriorate or cause the message on the tag to become illegible.
- Be standardized within the department, using at least one of the following criteria: color, shape or size, and the print and format on tagouts will be standardized.

6.1.15 Lockout and tagout devices will be identifiable by indicating the identity of the

6.2 Lockout Procedures

6.2.1 Notify affected employees as applicable.

[redacted]

downstream air, steam, gas, etc.

6.2.4.4 Lower raised loads and release any coiled springs or spring-loaded devices.

6.2.4.5 Block any movable part of the equipment to prevent accidental movement (place special stands under raised load, place blocks to prevent any movable part of the equipment from sliding, rolling, or falling).

6.2.4.6 Restrain wind/pressure driven objects.

6.2.4.7 Allow excess heat to dissipate.

6.2.5 Apply lockout/tagout devices

6.2.5.1 Lockout all energy isolating devices or points, such as circuit breakers, disconnect switches, line valves, etc.

6.2.5.2 The employee that will perform the work will place his/her lock on the lockout device. If more than one employee will be performing maintenance, each employee will place his/her lock on the lockout device. Each employee is responsible for verifying that the equipment has been properly lockout/tagout as required under this program.

6.2.6 Verification

6.2.6.1 Challenge the lock by trying to move the switch, breaker, valve handle, etc. past the lock.

[redacted]

- The date and time the tag was placed.
- The reason for the placement of the tag.

6.3.4 Tagout is permitted only if the equipment cannot be locked out and it is demonstrated that tagout will provide an equivalent protection.

6.3.5 If tagout is utilized, additional means must be used whenever possible to prevent inadvertent energization or release of hazardous energy, such as removing the valve handle.

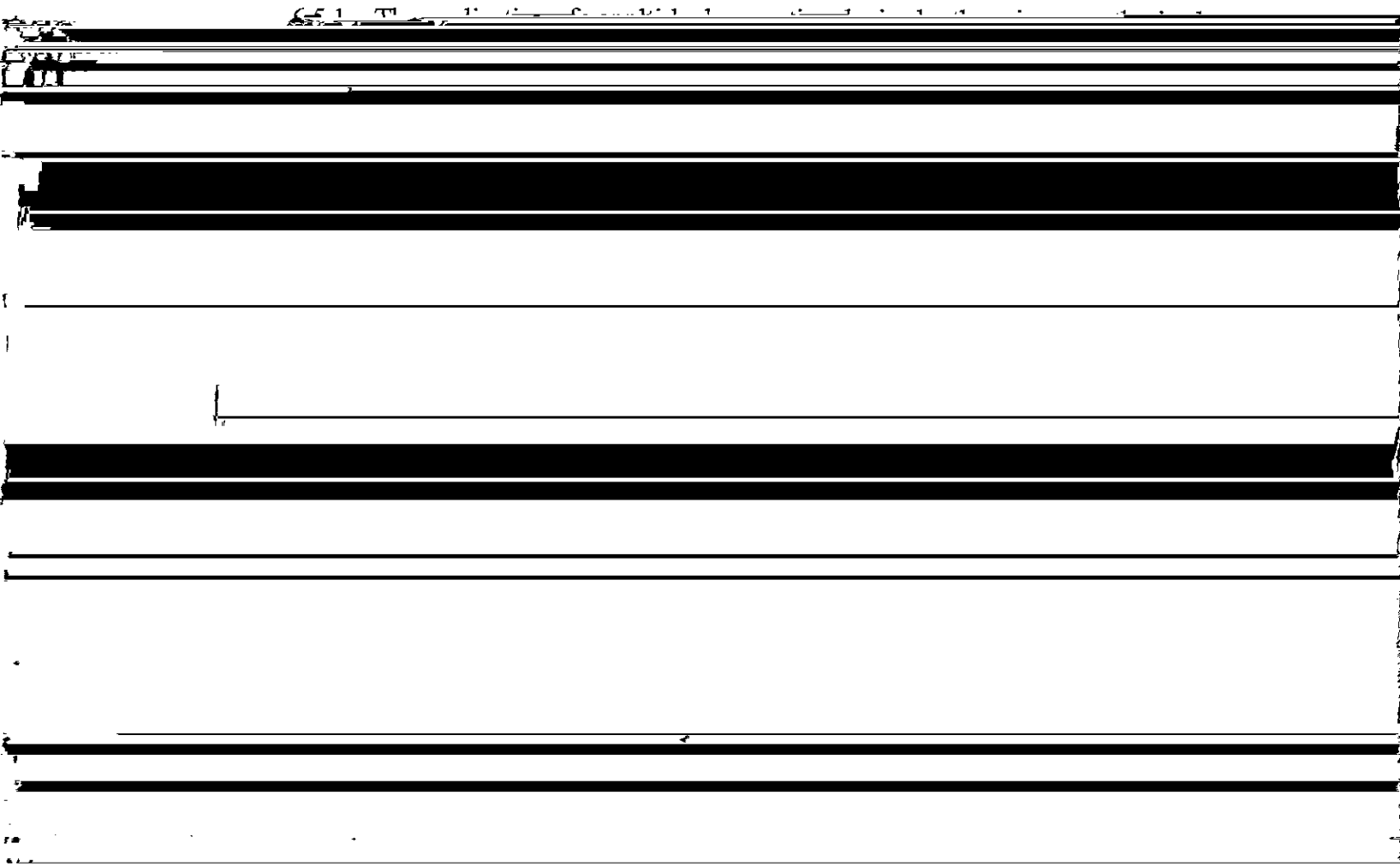
6.3.6 Where tagout devices are used, the tag attachment shall be fastened at the same

point at which the lock would have been attached. If the tag cannot be affixed directly to the energy isolating device, it shall be attached as close/safely to the device and in a manner that it will be obvious for anyone attempting to operate the device.

6.3.7 Tagout devices will be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means shall be nonreusable, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of at

6.4.7 Notify applicable employees that the lockout condition has been cleared.

6.5 Group Lockout or Tagout: When servicing and/or maintenance is performed by a crew or department, they shall utilize a procedure which affords the employees a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device. This shall be accomplished by:



employee to the energy isolating device.

6.5.2 The primary authorized employee attaching his/her lock to the multi-accepting device.

6.5.3 Each authorized employee shall affix a personal lockout or tagout device to the multi-accepting device when they begin work, and shall remove their device when they stop working on the machine or equipment.

6.5.4 The primary authorized employee will be the last to remove his/her lock when all service or maintenance has been completed.

7.0 INSPECTION AND REVIEW

7.1 At least annually, the manager or his/her designee will verify the effectiveness of the Lockout/Tagout Procedures by conducting an inspection. These inspections will include a demonstration of the procedures and may be carried out through random

his/her lock on the lockout devices in addition to the contractor.

Appendix A
PERIODIC INSPECTION FORM
Lockout/Tagout

Date_____ **Inspector's Name**_____

Employee's Name_____ **Job Title**_____

Location_____

Machine or Process Involved_____

Lockout/Tagout Procedures & Processes

Steps (observe or have employee demonstrate each step below):	
1. **Notify affected employees** (if applicable)	❑
2. **Prepare equipment/machine for shutdown** (determine all potential energy sources,	❑

Program Revision/Review Log

Revised/ Reviewed Date	Revised/Reviewed by	Comments	Approved by
8/09	Lyanh Luu	Program reviewed; no changes to content	
5/14/10	Lyanh Luu	Added Section 3.3.3 and 5.1.6	
10/12/10	Lyanh Luu	Added Section 3.0, 6.1.1, 6.1.2, 6.1.4, 6.2, 6.3, 9.0 and Appendix A. Revised 4.2.1, 5.3, 6.1.5, 6.4.5, 7.2 and 8.0	Donna Placzek; Bob Andrews