**Control of Hazardous Energy in an Agricultural Setting**

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[Insert Name of Farm]

**Disclaimer:** The following control of hazardous energy program is provided only as a template guide to assist employers and employees in complying with the requirements of 29 CFR 1928.57. An employer should review the standard for particular requirements which are applicable to their individual situation and make adjustments to this program that are specific to their business. An employer will need to add information relevant to their operation in order to develop an effective, comprehensive program. **A written Control of Hazardous Energy Program is not required by OSHA and this is considered as a “best practice”.** Click on [**29 CFR 1928.57(a)(5)**](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10958)to access the OSHA website for additional information for terminology or standards related to similar equipment.

**HAZARDOUS ENERGY CONTROL WRITTEN PROGRAM**

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[Name of Farm]

**I. PURPOSE**

The objective of this written procedure is to establish a means of positive control to prevent

fatal or serious crushed-by, struck-by, caught in-between, entanglement, or amputation hazards that may exist where employees perform routine, preventative and emergency maintenance and servicing of farm field, farmstead, or other equipment without a means of immediate and exclusive control of hazardous energy sources by the employee or the employees maintaining or servicing equipment.

A. This program serves to:

1. Establish a safe and positive means of shutting down machinery, equipment and systems.

2. Prohibit unauthorized personnel or remote control systems from starting machinery or equipment while it is being serviced.

**II. DEFINITIONS**

"Farm field equipment" means tractors or implements, including self-propelled implements, or any combination thereof used in agricultural operations.

"Farmstead equipment" means agricultural equipment normally used in a stationary manner. This includes, but is not limited to, materials handling equipment and accessories for such equipment whether or not the equipment is an integral part of a building.

**III. APPLICATION**

This program applies to any and all farm field, farmstead, or other equipment present in the workplace that employees must service or maintain.

This standard covers the servicing and maintenance of machines and equipment in which the unexpected energization or startup of the machines or equipment, or release of stored energy, could harm employees. This standard establishes minimum performance requirements for the control of such hazardous energy.

This standard applies to the control of energy during servicing and/or maintenance of machines and equipment.

**IV. RESPONSIBILITY FOR COMPLIANCE**

A. The administration of this program will be the responsibility of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

(person/position designated)

The administrative responsibilities of this individual/position will include:

1. Identification of the employees to be included in the Control of Hazardous Energy program.

2. Inspection and maintenance of all powered field and farmstead equipment.

3. Coordination and supervision of employee training.

4. Coordination and supervision of the facility's control of hazardous energy program.

5. Coordination and supervision of required recordkeeping.

6. Periodic evaluation of the overall program.

B. Employees are responsible for following all safe work practices and using proper precautions required by the guidelines in this program.

C. Authorized employees (those listed in Attachment A) are responsible for following established lockout procedures. An authorized employee is defined as a person who locks out machines or equipment in order to perform servicing or maintenance on that machine or equipment.

D. Affected employees (all other employees on the farm) are responsible for insuring they do not attempt to restart or re-energize machines or equipment that are locked out. An affected employee is defined as a person whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

**V. Methods of Hazardous Energy Control**

A. Application of electrical power from a location not under the immediate and exclusive control of the employee or employees maintaining or servicing equipment shall be prevented by:

1. Providing an exclusive, positive locking means on the main switch which can be operated only by the employee or employees performing the maintenance or servicing; or

2. In the case of material handling equipment located in a bulk storage structure, by physically locating on the equipment an electrical or mechanical means to disconnect the power.

B. All circuit protection devices, including those which are an integral part of a motor, shall be of the manual reset type, except where:

1. The employer can establish that because of the nature of the operation, distances involved, and the count of time normally spent by employees in the area of the affected equipment, use of the manual reset device would be infeasible;

2. There is an electrical disconnect switch available to the employee within 15 feet of the equipment upon which maintenance or service is being performed; and

3. A sign is prominently posted near each hazardous component which warns the employee that, unless the electrical disconnect switch is utilized, the motor could automatically reset while the employee is working on the hazardous component.

**VI. Operating Instructions**

A. At the time of initial assignment and at least annually thereafter, the employer shall instruct every employee in the safe operation and servicing of all covered equipment with which he is or will be involved, including at least the following safe operating practices:

1. Stop engine, disconnect the power source, and wait for all machine movement to stop before servicing, adjusting, cleaning, or unclogging the equipment, except where the machine must be running to be properly serviced or maintained, in which case the employer shall instruct employees as to all steps and procedures which are necessary to safely service or maintain the equipment;

2. Make sure everyone is clear of machinery before starting the engine, engaging power, or operating the machine;

3. Lock out electrical power before performing maintenance or service on farmstead equipment.

B. Recommended Best Practices for Hazardous Energy Safe Operation.

1. Preparation for Lockout. Employees who are required to utilize the lockout procedure (see Attachment A) must be knowledgeable of the different energy sources and the proper sequence of shutting off or disconnecting energy means. The four types of energy sources are:

a. Electrical (most common form);

b. Hydraulic or pneumatic;

c. Fluids and gases; and

d. Mechanical (including gravity).

More than one energy source may be utilized on some equipment and the proper procedure must be followed in order to identify energy sources and lockout/tagout accordingly. (See Attachment F for specific procedure format).

2. Electrical

a. Shut off power at machine and disconnect.

b. Disconnecting means must be locked.

c. Press start button to see that correct systems are locked out.

d. All controls must be returned to their safest position.

e. Points to remember:

i. If a machine or piece of equipment contains capacitors, they must be drained of stored energy.

ii. Possible disconnecting means include the power cord, power panels (look for primary and secondary voltage), breakers, the operator's station, motor circuit, relays, limit switches, and electrical interlocks.

iii. Some equipment may have a motor isolating shut-off and a control isolating shut-off.

iv. If the electrical energy is disconnected by simply unplugging the power cord, the cord must be kept under the control of the authorized employee or the plug end of the cord must be locked out or tagged out.

3. Hydraulic/Pneumatic

a. Shut off all energy sources (pumps and compressors). If the pumps and compressors supply energy to more than one piece of equipment, lockout or tagout the valve supplying energy to the piece of equipment being serviced.

b. Stored pressure from hydraulic or /pneumatic lines shall be drained or /bled when release of stored energy could cause injury to employees.

c. Make sure controls are returned to their safest position (off, stop, standby, inch, jog, etc.).

4. Fluids and Gases

a. Identify the type of fluid or gas and the necessary personal protective equipment.

b. Close valves to prevent flow, and lockout/tagout.

c. Determine the isolating device, then close and lockout/tagout.

d. Drain and bleed lines to zero energy state.

e. Some systems may have electrically controlled valves. If so, they must be shut off and locked/tagged out.

f. Check for zero energy state at the equipment.

5. Mechanical Energy. Mechanical energy includes gravity activation, energy stored in springs, etc.

a. Block out or use die ram safety chain.

b. Lockout or tagout safety device.

c. Shut off, lockout electrical system.

d. Check for zero energy state.

e. Return controls to safest position.

6. Release from Lockout

a. Inspection: Make certain the work is completed and inventory the tools and equipment that were used.

b. Clean-up: Remove all towels, rags, work-aids, etc.

c. Replace guards: Replace all guards possible. Sometimes a particular guard may have to be left off until the start sequence is over, due to possible adjustments. However, all other guards should be put back into place.

d. Check controls: All controls should be in their safest position.

e. The work area shall be checked to ensure that all employees have been safely positioned or removed and notified that the lockout/tagout devices are being removed.

f. Remove locks/tags. Remove only your lock or tag.

7. Service or Maintenance Involving More than One Person.

When servicing and/or maintenance are performed by more than one person, each authorized employee shall place his own lock or tag on the energy isolating source. This shall be done by utilizing a multiple lock scissors clamp if the equipment is capable of being locked out. If the equipment cannot be locked out, then each authorized employee must place his tag on the equipment.

8. Removal of an Authorized Employee’s Lockout by the Company.

Each location must develop written emergency procedures to be utilized at that location. Emergency procedures for removing lockout/tagout should include the following:

a. Verification by employer that the authorized employee who applied the device is not in the facility.

b. Make reasonable efforts to advise the employee that his/her device has been removed. (This can be done when he/she returns to the facility).

c. Ensure that the authorized employee has this knowledge before he/she resumes work at the facility.

9. Shift or Personnel Changes.

Each facility must develop written procedures based on specific needs and capabilities. Each procedure must specify how the continuity of lockout or tagout protection will be ensured at all times.

**VII. Employee Best Practice Training**

At the time of initial assignment and at least annually thereafter, the employer shall instruct every employee in the safe operation and servicing of all covered equipment with which he is or will be involved, including at least the following safe operating practices:

Recommended Best Practice:

A. Prior to starting servicing or maintenance work with powered equipment on the farm, each employee will attend a Control of Hazardous Energy Training Session where they will receive information on the following topics:

1. Stop engine, disconnect the power source, and wait for all machine movement to stop before servicing, adjusting, cleaning, or unclogging the equipment, except where the machine must be running to be properly serviced or maintained, in which case the employer shall instruct employees as to all steps and procedures which are necessary to safely service or maintain the equipment;

2. Make sure everyone is clear of machinery before starting the engine, engaging power, or operating the machine;

3. Lock out power before performing maintenance or service on farmstead equipment.

B. Each authorized employee who will be utilizing the lockout procedure will be trained in the recognition of applicable hazardous energy sources, type and magnitude of energy available in the work place, and the methods and means necessary for energy isolation and control.

C. Each affected employee (all employees other than authorized employees utilizing the lockout procedure) shall be instructed in the purpose and use of the lockout procedure, and the prohibition of attempts to restart or re-energize machines or equipment that is locked out.

D. All training will be presented to employees in a manner that employees receiving it are capable of understanding (visual and oral presentations). Training presentations will be delivered in the primary language and at the appropriate literacy levels of the workers. During, and at the end of training, an assessment will be made to see that employees understood the training.

E. Upon completion of the training program, each employee will sign a form documenting that he/she has received the training. (See Form #2)

F. Whenever a new employee is transferred or hired, he/she will be provided training regarding the Control of Hazardous Energy on equipment if it will be part of their assignment. The training session will be conducted by

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(person/position designated)

before the start of his/her employment. This must be done prior to employee’s initial work with any power driven equipment.

G. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(person/position designated)

will conduct training on the specific hazards of the job and the appropriate personal protective equipment and safety precautions and procedures.

H. Refresher training will be done by

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(person/position designated)

Refresher training can be delivered for the following circumstances; when job duties change, after an incident, or close call or when supervisor inspections reveal improper procedure. Refresher training will follow the procedures outlined in IX (A-D).

**VIII. INFORMATION TO CONTRACTORS**

A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(person/position designated)

is responsible for providing outside contractors with any and all information regarding Control of Hazardous Energy procedures.

Outside personnel/contractors shall be advised that the company has and enforces the use of lockout procedures. They will be informed of the use of locks and tags and notified about the prohibition of attempts to restart or re-energize machines or equipment that are locked out.

B. The company will obtain information from the outside personnel/contractor about their lockout procedures and advise affected employees of this information.

**IX. PERSONNEL POLICIES**

When an employee is not following safety and health rules regarding working with hazardous energy equipment, disciplinary action will be taken.

**X. Recommended Best Practices - Periodic Inspection**

A. A periodic inspection (at least annually) of the energy control procedure will be conducted by

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(person/position designated)

to ensure that the procedure and the requirements of this standard are being followed.

B. A periodic inspection (at least annually) will be conducted of each authorized employee under the lockout procedure. This inspection shall be performed by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

(person/position designated)

C. If \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(person/position designated)

is also using the energy control procedure being inspected, then the inspection shall be performed by another party.

D. The inspection will include a review between the inspector and each authorized employee of that employee's responsibilities under the energy control (lockout) procedure. The inspection will also consist of a physical inspection of the authorized employee while performing work under the procedures.

E. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(person/position designated)

shall certify in writing that the inspection has been performed. The written certification (Attachment D) shall be retained in the individual's personnel file.

**LIST OF SAMPLE FORMS**

Form 1 CONTROL OF HAZARDOUS EQUIPMENT OPERATION ANNUAL PROGRAM SUMMARY

Form 2 EMPLOYEE CONTROL OF HAZARDOUS ENERGY PROCEDURES TRAINING RECORD

Form 3 CONTROL OF HAZARDOUS ENERGY CHECKLIST

**Attachments**: Developed from: Occupational Safety and Health Consultation Program (OSHCON), Texas Department of Insurance, Division of Workers’ Compensation, Publication No. HS02-011C(01-06), Revised 01/27/06

A. List of Authorized Personnel for Lockout Procedures

B. Certification of Training (Authorized Personnel)

C. Certification of Training (Affected Personnel)

D. Outside Personnel/Contractor Certification

E. Equipment Specific Procedure for the farm

Form #1 **CONTROL OF HAZARDOUS EQUIPMENT OPERATION ANNUAL PROGRAM SUMMARY**

**Training**

|  |  |  |
| --- | --- | --- |
|  | **Number of Training**  **Courses Presented** | **Number of Employees Trained** |
| **New-employee training** |  |  |
| **Work-area-specific training** |  |  |
| **New-equipment training** |  |  |
| **Other training** |  |  |
| **Total courses/employees** |  |  |

**Hazardous Energy Equipment**

|  |  |  |
| --- | --- | --- |
|  | **Number of equipment** | **Lockout Type** |
| **Previous Total** |  |  |
| **New This Year** |  |  |
| **Revised Total** |  |  |

**The following activities have been completed:**

\_\_\_\_\_ Written plan is up to date.

\_\_\_\_\_ Servicing and maintenance protocols are up to date.

\_\_\_\_\_ All training is up to date.

\_\_\_\_\_ All hazardous energy equipment have proper control procedures.

If any of the above activities are not complete, explain:

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Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form #2 **EMPLOYEE CONTROL OF HAZARDOUS ENERGY PROCEDURES TRAINING RECORD**

The following employee(s) have completed training in Control of Hazardous Energy Equipment Procedures. Each trained employee is now knowledgeable in

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(farm name)

Hazardous Energy Control procedures.

1. Stop engine, disconnect the power source, and wait for all machine movement to stop before servicing, adjusting, cleaning, or unclogging the equipment, except where the machine must be running to be properly serviced or maintained, in which case the employer shall instruct employees as to all steps and procedures which are necessary to safely service or maintain the equipment;

2. Make sure everyone is clear of machinery before starting the engine, engaging power, or operating the machine;

3. Lock out electrical power before performing maintenance or service on farmstead equipment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee's Name** | **Employee's Signature** | **Date of Training** | **Trainer** | **Trainer's Signature** |
|  |  |  |  |  |
|  |  |  |  |  |
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FORM #3 **CONTROL OF HAZARDOUS ENERGY CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Lockout Checklist** | **Yes** | **No** | **N/A** | **Comments** | **Date Improved** |
| **1** | Can powered equipment be locked out? |  |  |  |  |  |
| **2** | Can farmstead equipment be locked out? |  |  |  |  |  |
| **3** | Do all employees lockout motors and controls before entering grain bins and silos? |  |  |  |  |  |
| **4** | Are warnings posted in locations where automatic starting equipment is located? |  |  |  |  |  |
| **5** | Is lockout equipment available? |  |  |  |  |  |
| **6** | Is there a written lockout program? |  |  |  |  |  |
| **7** | Are there written lockout procedures for farmstead machines and powered equipment? |  |  |  |  |  |
| **8** | Has annual training for employees on the lockout and procedures been conducted in accordance with accepted practices and documented with a sign-in roster? |  |  |  |  |  |

ATTACHMENT A **List of Authorized Personnel for Lockout Procedures**

NAME JOB TITLE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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ATTACHMENT B **Certification of Training (Authorized Personnel)**

I certify that I received training as an authorized employee under

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[farm name]

Lockout program. I further certify that I understand the procedures and will abide by those procedures.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Employee]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED EMPLOYEE SIGNATURE DATE

ATTACHMENT C **Certification of Training (Affected Personnel)**

I certify that I received training as an Affected Employee under

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[farm name]

Lockout Program. I further certify and understand that I am prohibited from attempting to restart or re-energize machines or equipment that is locked out.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Employee]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED EMPLOYEE SIGNATURE DATE

ATTACHMENT D **Outside Personnel/Contractor Certification**

I certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Farm]

and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[outside personnel/contractor]

have informed each other of our respective lockout/tagout procedures.

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[Name of Farm Representative]

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AUTHORIZED EMPLOYEE SIGNATURE DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Contractor]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED EMPLOYEE SIGNATURE DATE

ATTACHMENT E Equipment Specific Procedure for

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[Name of Farm]

Date Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Machine Identification**

General Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Model Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serial Number:**\*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**\* If more than one piece of same equipment, list all serial numbers.**

Location of equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Operator Controls**

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types of operator controls: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Energy Sources**

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy, etc.) present on this equipment are:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ENERGY SOURCE** | **LOCATION** | **Lockable** | | **Type lock or block needed** |
| **Yes** | **No** |
|  |  |  |  |  |
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**Shutdown Procedures**

List the steps in order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how the energy will be dissipated or restrained.

Procedure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Lock Type & Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How Will De-energized State Be Verified? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN APPLICATION.**

**Start Up Procedures**

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Procedure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Energy Source Activated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN APPLICATION.**

**Procedures For Operations and Service/Maintenance**

List those operations where the procedures above do not apply [See 29 CFR 1910.147 (a)(2)]. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one method of determining appropriate measures.

Operation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Affected and Authorized Employees**

List each person affected by this procedure and those authorized to use this procedure.

|  |  |
| --- | --- |
| **AFFECTED EMPLOYEES** | |
| **Name** | **Job Title** |
|  |  |
|  |  |
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|  |  |
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|  |  |
| --- | --- |
| **AUTHORIZED EMPLOYEES** | |
| **Name** | **Job Title** |
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Approved By Date

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Approved By Date