

The University of Southern Indiana
Hazardous Energy Control Policy

Policy Purpose:

The purpose of the policy is to establish minimum requirements for the control of hazardous energy in accordance with the

ENERGY ISOLATING DEVICE - Any mechanical device that physically prevents the transmission or release of energy.

LOCKOUT - The placement of a lockout device on an energy isolating device, ensuring that the energy isolating device and equipment cannot be operated until the lockout device is removed

LOCKOUT DEVICE - Any device that utilizes a positive means, such as a lock, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.

TAGOUT - The placement of a tagout device on an energy-isolating device.

TAGOUT DEVICE - Any prominent warning tag, sign or label securely fastened to an energy isolating device containing the name of the authorized employee and the date of the lockout/tagout.

LOCKOUT/TAGOUT PROCEDURES

The policy will be used to ensure that machinery and equipment are isolated from all potentially hazardous energy sources. Lockout/tagout procedures will be used prior to servicing and/or maintaining machinery and equipment to prevent the unexpected energization, start-up or release of stored energy that could result in injury.

Survey - Locate and identify all isolating devices to be locked or tagged out as more than one energy source may be involved.

Before shutdown - Notify all affected employees that a lockout or tagout system is going to be utilized. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazard.

Shutdown

- **Clear** - Check the area around the machine or equipment to ensure that all employees are clear of the machinery and its components.
- **Removal** - Notify affected employees immediately after removing locks/tags and before restarting equipment or machine. Tags must be removed only by the employee(s) who attached them.
- **Start-Up** - The equipment may now be restarted.

When the authorized employee who applied the lockout/tagout device is not available to remove it, the Supervisor will:

- **Verify** - Confirm the absence of the authorized employee.
- **Inform** – Supervisor must contact authorized employee that their lockout/tagout device has been removed. This must be done prior to employee returning to work.

TESTING OR POSITIONING OF MACHINES

OSHA allows temporary removal of locks or tags and the re-energization of the machine or equipment ONLY when necessary under special conditions (when power is needed for testing or positioning of machines, equipment or components.) The following sequence of actions shall be followed:

- Inspect the work area to ensure that non-essential items have been removed and that machine or equipment components are intact and capable of operating properly.
- Remove employees from the area and inform them that the machine or equipment is being tested or positioned.
- Remove the lockout/tagout device, energize and proceed with the testing or positioning.
- De-energize all systems and reapply energy control measures following the lockout/tagout procedures.

OUTSIDE CONTRACTORS

The University of Southern Indiana and the outside contractor must understand and comply with all restrictions and/or prohibitions of the other employer's energy control program. It is the contractor's responsibility to inform Environmental Health and Safety if their hazardous energy control program deviates from the University's program. Crsñlrlechen

standard. Records of employees trained and the date of training will be maintained as required by the standard.