**Energy Control Program**

**(Lockout/Tagout)**

**Southern Oregon University**

**Energy Control (Lockout/Tagout) Program**

**Purpose**

This Energy Control (Lockout/Tagout) Program aims to ensure that, before any

employee performs any servicing or maintenance on a machine or piece of

equipment where the unexpected energization or start-up of the machine or

equipment, or the release of stored energy, could occur and cause injury, the

machine or equipment is isolated from the energy source and rendered inoperative.

It is our intent to comply with OSHA requirements.

**Administrative Duties**

The Manager of Environmental Health & Safety, our company’s Energy Control

(Lockout/Tagout) Program Administrator, is responsible for establishing and

implementing the written program. This person has full authority to make necessary

decisions to ensure the success of this program. The Manager of Environmental

Health & Safety is also qualified by appropriate training and experience that is

commensurate with the complexity of the program to administer or oversee our

program and conduct the required evaluations of program effectiveness. Copies of

the written Energy Control (Lockout/Tagout) Program may be obtained from the

office of Environmental Health & Safety.

If after reading this program, you find that improvements can be made, please

contact The Manager of Environmental Health & Safety. We encourage all

suggestions because we are committed to the success of our written Energy Control

(Lockout/Tagout) Program. We strive for a comprehensive, integrated prevention

system that obtains clear understanding, safe behavior, and involvement in the

program from every level of the company.

**Machine/Equipment Hazard Analysis Procedure**

Our procedure for analyzing the energy source hazards of a machine or piece of

equipment is listed below. This procedure will be performed by department

Supervisors.

1. We ensure that those who make machine or equipment analysis decisions are

equipped with appropriate information and knowledge about the following

before making any machine or equipment analysis decisions: All aspects of

an Energy Control Program.

2. We assess the following to identify the hazards of each machine or

equipment upon initial installation

at the inception of this program

after any equipment changes

after any injury involving a piece of equipment: sources and locations of

energy.

3. We determine Types of energy

Location of source(s)

Number of sources

Any potential for stored energy

Devices necessary to ensure zero energy.

4. All findings and determinations are documented along with the date and filed

with the Energy Control Program, maintained in the Environmental Health &

Safety office and the Maintenance shop.

5. The findings and determinations are used to create or update all energy

control (lockout/tagout) procedures and perform employee training.

**Energy Control (Lockout/Tagout) Procedures**

Our energy control (lockout/tagout) procedures meet the OSHA requirements. We

have attached copies of our procedures in the Appendices to this written Energy

Control (Lockout/Tagout) Program. Copies are also available at each piece of

equipment requiring LO/TO procedures, the EHS office and the maintenance

office.

**Training**

As soon as the first day is scheduled for a new or transfer employee, we make

arrangements with department management and the trainer(s) to schedule

lockout/tagout training session(s) to ensure that employees who need training

receive it prior to using energy control procedures or conducting lockout/tagout

activities.

The Manager of EHS or his/her designee presents general training according to

specifications in the OSHA regulations. The Manager of EHS or his/her designee

presents employees with workplace-specific training in individual energy control

procedures, energy control devices, and lockout/tagout devices, as necessary.

Training will generally be held in the FMP conference room, or other appropriate

location as determined by need

*Retraining*

We identify the employees who will need lockout/tagout retraining at the following

times:

Annual refresher

New hire

Upon change of job duties

After injury resulting from improper LO/TO

Upon observation of improper LO/TO

After new equipment is installed

We make arrangements with department management and the trainer(s) to schedule

lockout/tagout retraining session(s) to ensure that employees who need retraining

receive it prior to using energy control procedures or conducting further

lockout/tagout activities.

The Manager of EHS or his/her designee presents retraining according to

specifications in the OSHA regulations. Retraining may include, but is not be limited

to, classroom and/or hands on, equipment specific training

*Training/Retraining Certification*

We certify all lockout/tagout general and specific training and retraining. We use

training sign-in sheets and certificates and file this certification in the EHS office.

Certification documents contain the employee's name, department and date of

training/retraining and name of trainer.

**Periodic Inspections**

Authorized employees review the energy control procedures with each authorized

employee (and also each affected employee when tagout is used) according to the

following:

|  |  |  |  |
| --- | --- | --- | --- |
| Machine Equipment | Authorized Employees who perform the inspection: | Frequency of inspection and how inspection is implemented: | Location of inspection records: |
| All affected equipment | Supervisor/Mgr. EHS or other properly trained employee | Annual or at time of any change. Implemented by testing machine specific procedure and equipment | EHS office |

These inspections provide for a demonstration of the procedures. We determine

whether steps are being used and followed, whether the procedures are adequate

and effective to provide protection, and what changes, if any, are necessary.

The inspections are documented through a certification process that identifies any

deficiencies or changes needed to ensure 100% zero energy. We then file

inspection documentation in the EHS office.

Any necessary changes and corrections of deviations or inadequacies identified

during periodic inspections are made by: the Manager of EHS or his/her designee..

The Manager of EHS or his/her designee retrains all affected, authorized, and other

employees in any procedure changes in accordance with the Retraining subsection

of this program.

**Contractors**

Our company ensures that we exchange energy control procedures with outside

contractors prior to service or maintenance on our machines and equipment. Before

these contract employees are allowed access to their work areas, the Manager of EHS or his/her designee provides the contract employer with our written Energy

Control (Lockout/Tagout) Program and related procedures. These are provided via

paper copies for specific areas.**ds:**

We ensure that our contract stipulates that the contractor must provide the

Manager of EHS or his/her designee with the energy control program and

procedures to be used by its employees at our facility. If a contractor fails to

provide the energy control program and procedures, work will be stopped until

proper LO/TO procedures and proof of training is supplied.

The Manager of EHS or his/her designee then reviews any contractor energy

control program and procedures and determines their impacts on our employees

and whether the contractor program and procedures are at least as protective of

our facility employees as the written Energy Control (Lockout/Tagout) Program

and related procedures used by our own facility. If they are not as protective, we

provide our employees with any necessary training and/or protection prior to

contractor lockout/tagout activity.

Also, prior to contractor lockout/tagout activity, the Manager of EHS or his/her

designee trains our employees in the restrictions and prohibitions of the contractor’s

energy control program, as well as the lockout and tagout devices used by

contractors and the means of identifying those devices. We certify all training using

training sign in sheet and file this certification in the EHS office. Certification

documents contain name of trainee, trainer and date.

We encourage the contract employer to review our written Energy Control

(Lockout/Tagout) Program and its procedures and determine their impacts on its

employees and whether our program and procedures are at least as protective of

contractor employees as its own program and procedures. If our program and

procedures are not as protective, then we encourage the contractor to provide their

employees with any necessary training and/or protection prior to contractor

lockout/tagout activity.

We ensure that the contract employer signs a provision in the contract

acknowledging that it has received our written Energy Control (Lockout/Tagout)

Program and its procedures, understands them, and agrees to comply with

restrictions and prohibitions of our program, procedures, and any other agreements.

If the contractor fails to meet our restrictions, prohibitions, and agreements, work

will be stopped until proper training has been accomplished.

**Recordkeeping**

The Manager of EHS is responsible for maintaining the following records and

documentation:

|  |  |  |  |
| --- | --- | --- | --- |
| Record/Document | Details: | Location: | Duration Kept: |
| Proof of Training | Date, Time | EHS Office | 3 years |
| Energy Control Program (LO/TO) | Original document with review dates  | EHS Office | No Limit |
| Copies of specific procedures | All types of energy, sources and location of each source | EHS Office | Until replaced by update |

**Appendices** Our company has attached the following appendices to this written program: Copies of all relevant procedures

Appendix A



Appendix B

ABANDONED LOCKOUT REMOVAL LOG

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EQUIPMENT** | **AUTHORIZED EMPLOYEE** | **DATE/TIME OF CALL** | **RESULT OF CALL** | **DATE/TIME OF LOCK REMOVAL** | **REMOVED BY** |
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Appendix C

