

Lockout/Tagout Program

June - 2023

OVERVIEW

Abilene Christian University (ACU) provides and maintains a safe and healthy environment. The health and safety of its employees, students, faculty, vendors, visitors, and our community is of the utmost importance.

This Lockout/Tagout program has been developed to protect those who are or may be exposed to equipment that is powered by or capable of storing hazardous energy and to further assure the safety of everyone on the ACU campus. This program consists of energy control procedures, employee training, and periodic inspections.

POLICY

All staff, faculty, students, and contractors whose work is under the supervision of Abilene Christian University (ACU) shall comply with this program. Failure to comply with this program or the laws and regulations referenced within this program may result in disciplinary action up to and including termination. Any deviations from this lockout/tagout program must be reported to the Office of Institutional Compliance & Risk Management at risk@acu.edu or 325-674-2424.

REFERENCES

29 CFR 1910.147
29 CFR 1926.417



TABLE OF CONTENTS

TABLE OF CONTENTS	2
DEFINITIONS	4
ROLES & RESPONSIBILITIES	7
Faculty/Staff	7
Management	7
Divisions/Departments	7
Contractors	8
Environmental Health and Safety Manager	8
Authorized Employees	8
Affected Employees	8
Qualified Employees	9
Other Employees	9
PROCEDURES	10
Lockout/Tagout Procedures	10
Sequence of Lockout	10
Restoring Equipment to Service	12
Lockout/Tagout Device Removal	13
Shift Change	14
Group Lockout/Tagout	14
Lockout/Tagout for Outside Personnel	14
EQUIPMENT	15
Locks, Tags, and Lockout Devices	15
Locks	15
Tags	15
Other Lockout Devices	16
PERIODIC INSPECTIONS	17
GENERAL SAFETY	18
TRAINING	19
General Training Requirements	19
Authorized Employees	19
Affected Employees	20
Qualified Employees	20
Other Employees	20
Employee Retraining	20



Environmental Health & Safety Training	21
Departmental Training	21
PROGRAM REVIEW	22
RECORDKEEPING	23
APPENDIX	24
Appendix A	25
Lockout/Tagout Procedure Flow Chart	25
Appendix B	26
Energy Control Plan Flow Chart	26
Appendix C	27
Training Roster	27
Appendix D	29
Lockout/Tagout Periodic Inspection Form	29
Appendix E	31
Machine-Specific Energy Identification Form	31
Appendix F	32
Energy Control Procedure Form	32
Appendix G	33
Contact Information	33

DEFINITIONS

Affected Employee - An employee whose job requires him or her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him or her to work in an area in which such servicing or maintenance is being performed.

Authorized Employee - A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment.

NOTE: An affected employee becomes an authorized employee when that employee's duties include performing or servicing or maintenance covered under this section.

Capable of Being Locked Out - An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it.

Other energy isolating devices are capable of being locked out, if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control.

Danger Zone - Any place in or about a machine or piece of equipment where an employee may be struck by or caught between moving parts, caught between moving and stationary objects or parts of the machine, caught between the material and a moving part of the machine, burned by surfaces or exposed to electric shock.

Lockout/Tagout Procedure - A procedure that outlines specific actions and processes for addressing and controlling hazardous energy for a machine during Lockout/Tagout, also known as an energy control procedure.

Energized - Connected to an energy source or containing residual or stored energy.

Energy Source - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy

Energy Isolated Device - A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following:

- A manually operated electrical circuit breaker
- A disconnect switch or a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently
- A line valve
- A block



- Any similar device used to block or isolate energy

Push buttons, selector switches, and other control circuit type devices are not energy isolating devices.

Hot Tap - A procedure used in the repair, maintenance, and services activities which involves welding on a piece of equipment (pipelines, vessels, or tanks) under pressure, in order to install connections or appurtenances. Hot Taps are commonly used to replace or add sections of pipeline without the interruption service for air, gas, water, steam, and petrochemical distribution systems.

Lockout - The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolation device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout Authorized But Limited Employee (LABLE) - A person who performs activities covered by this program and has received lockout/tagout authorized training, but is limited in applications of lockout/tagout. Such persons have specifically identified tasks that he or she can perform while utilizing lockout/tagout.

Lockout Device - A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment, included are blank flanges and bolted slip blinds.

Management - For the purpose of this lockout/tagout program, management shall include owners, contractors, educators, directors, or designated agents, who are responsible for the adherence of lockout/tagout procedures as described within this program

Minor Servicing Activities Exception - An exception to the requirements of lockout/tagout standards. Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, are not covered by the OSHA lockout/tagout standards if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternative measures that provide effective protection.

Normal Production Operations - The utilization of a machine or equipment to perform its intended production function.

Other Employee - An employee whose work operations area or may be in an area where energy control procedures may be utilized.

Servicing and/or Maintenance - Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities can include lubrication, cleaning, and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.



Setting Up - Any work performed to prepare a machine or equipment to perform its normal production operation.

Tagout - The placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolation device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout Device - A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until tagout device is removed.

ROLES & RESPONSIBILITIES

Faculty/Staff

ACU employees shall adhere to the procedures and guidelines of this lockout/tagout program. Employees shall report any violation of this program to their immediate supervisor, management, or to the office of Institutional Compliance & Risk Management at risk@acu.edu or 325-674-2424.

Management

Management is responsible for ensuring adherence to this lockout/tagout program as defined in this procedure.

Violations of this procedure may result in disciplinary action up to and including termination.

Failure to comply with the restrictions and limitations imposed upon employees during the use of lockout/tagout results in immediate disciplinary action up to and including termination.

Additionally, management is responsible for:

- Ensures that all employees receive the proper training for lockout/tagout
- Ensures that employees follow all rules, restrictions, and limitations imposed upon employees and operations as required by this procedure
- Authorizes employees to perform lockout/tagout
- Ensures that no deviation from, modification of, and/or selective elimination of this procedure without written authorization from the applicable Department Director, the Environmental Health & Safety Manager, and Director of Institutional Compliance & Risk Management
- Ensures that employees do not enter, or place any part of their body in, the zone of operation or any other location in a machine or piece of equipment where there is exposure to any hazardous energy sources before first controlling those energy sources in accordance with this procedure and that these employees are trained and authorized employees

Any manager, or person who is viewed to be in a supervisor role, that has been recognized as a person who provides authorization to employees to perform lockout/tagout procedures, must first be recognized by the Department of Institutional Compliance & Risk Management. These requests can be sent to risk@acu.edu.



Divisions/Departments

All ACU divisions/departments that are affected by lockout/tagout procedures shall follow the procedures and guidelines of this lockout/tagout program. Adherence to this program is of the utmost importance to the safety and well being of our students, faculty, and staff.

Contractors

All contractors who perform work on the ACU campus are required to follow their own lockout/tagout safety policies and procedures. All lockout/tagout operations performed shall be in accordance with all applicable state, federal and local laws and regulations.

In the event that ACU is the general contractor, all lockout/tagout operations shall be in accordance with the procedures and guidelines found in this policy.

Environmental Health and Safety Manager

The Environmental Health and Safety Manager is responsible for the review and maintenance of this program. The Environmental Health and Safety Manager's additional responsibilities include, but are not limited to:

- Conducts inspections to ensure that the procedures within this program are being followed
- Identifies hazards associated with lockout/tagout operations
- Maintains record of periodic inspections
- Reviews this lockout/tagout program annually
- Reviews current authorized employees as recognized by Management with the associated department annually
- Assigns, conducts, documents, and assesses the effectiveness of safety training
- Provides resources and guidance for lockout/tagout operations

Authorized Employees

Authorized employees, who must be listed on the Lockout/Tagout Procedure Form (see Appendix A) shall be knowledgeable about:

- The Lockout/Tagout Program and energy control procedures for each piece of equipment.
- The type and magnitude of the energy that each piece of equipment utilizes.
- The hazards of the energy.



Affected Employees

Affected employees and any other employees whose work operations are or may be in the area, must be knowledgeable about:

- The purpose and the use of lockout/ tagout procedures
- Responsible for ensuring they do not attempt to restart or re-energize machines or equipment during a lockout.

An affected employee may become an authorized employee when that employee's duties include performing servicing or maintenance covered under the Lockout/ Tagout Program. Affected employees must be identified on each Lockout/Tagout Procedure Form. (See Appendix A.)

Qualified Employees

A qualified employee is knowledgeable in the operations of the equipment, along with the associated hazards. A qualified employee may work in conjunction with the authorized employee to perform lockout/tagout procedures.

Other Employees

Employees who do not work in areas where lockout may be used will be provided a brief

PROCEDURES

Lockout/Tagout Procedures

All ACU equipment/machinery must have specific energy control procedures. These procedures outline specific actions and processes for addressing and controlling hazardous energy for a machine during lockout/tagout. These procedures must be made available for all employees prior to maintenance or servicing is performed.

The Machine-Specific Energy Identification Form (Appendix E) and the Energy Control Procedure Form (Appendix F) may be used to help identify and create a procedure for a piece of equipment or machinery.

Cord and/or plug connected electrical equipment, where energization is controlled by the unplugging of the equipment from the energy source, or the lockout of a circuit breaker, do not require equipment specific lockout/tagout procedures.

Lockout/tagout procedures must follow a standard format including but not limited to:

- Sequence of lockout/tagout
- Restoration of equipment to service
- Identification of equipment
- Type and magnitude of energy
- Hazard of and means to control energy

Sequence of Lockout

Authorized employees shall use this sequence of lockout when performing lockout/tagout. The sequence consists of:

- **Notify employees.**
 - Ensure that all affected employees are aware that servicing or maintenance is required on equipment, and that it must be shut down and locked out to perform the servicing or maintenance.
- **Review equipment's energy control procedure.**
 - Identify the type and magnitude of the energy.
 - Understand the hazards of the energy.



- Know the methods to control the energy.
- **Shutdown equipment.**
 - Shut down the equipment by using the normal stopping procedure (if operating).
- **Isolate energy source(s)**
 - Electrical Energy
 - Switch electrical disconnects to the OFF position. Visually verify that the breaker connections are in the OFF position. Lock the disconnects in the OFF position.
 - Hydraulic and Pneumatic Potential Energy
 - Set the valves in the CLOSED position and lock them into place. Bleed off the energy by opening the pressure relief valves or closing the airlines
 - Mechanical Potential Energy
 - Carefully release energy from springs that may still be compressed. If this is not feasible, block the parts that may move if there is a possibility that the spring can transfer energy to it.
 - Gravitational Potential Energy
 - Use a safety block or pin to prevent the part of the system that may fall or move.
 - Chemical Energy
 - Locate chemical supply lines to the system and close and lockout the valves. Where possible, bleed lines or cap ends to remove chemicals from the system.
- **Apply lockout devices(s)**
 - Devices must be applied by the person working on the machine or equipment.
 - For tasks involving multiple employees, refer to the Group Lockout/Tagout section of this program
 - Multiple devices may be needed if adjacent equipment or machinery must be locked out.
 - Apply LOTO tag

- **Dissipate or restrain stored energy.**
 - Electrical Energy
 - To find a specific method to discharge a capacitor for a system, contact the manufacturer for guidance. Many systems with electrical components, motors, or switch gears contain capacitors. Capacitors store electrical energy. In some cases, capacitors hold a charge and may release energy rapidly. In other cases, capacitors are used to remove spikes and surges to protect other electrical components. Capacitors must be discharged in the lockout process to protect workers from electrical shock.
 - Hydraulic and Pneumatic Potential Energy
 - Setting the valves in the closed position and locking them into place only isolates the lines from more energy entering the system. In most cases, there will still be residual energy left in the lines as pressurized fluid. This residual energy can be removed by bleeding the lines through pressure relief valves. Contact the manufacturer for more specific details.
 - Mechanical Potential Energy
 - Carefully release energy from springs that may still be compressed. If this is not possible, use blocks to hold the parts that may move if the energy is released.
 - Gravitational Potential Energy
 - If feasible, lower the part to a height where falling is impossible. If this is not possible, contact the manufacturer for guidance.
 - Chemical Energy
 - If available, bleed lines to remove chemicals from the system.
- **Verify isolation (restart)**
 - Also known as tryout, this is where an authorized employee attempts to restart the equipment prior to performing work on the equipment or machinery (LOTOTO, Lockout/Tagout/Tryout)

Restoring Equipment to Service

Authorized employees shall use the following sequence when returning equipment to normal operation conditions. The sequence consists of:

- Check the equipment
- Check the work area
- Verify controls
- Remove lockout devices
- Notify affected employees

Lockout/Tagout Device Removal

Each lockout/tagout device must be removed from each energy-isolating device by the employee who applied the device.

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

- That employees manager verifies the authorized employee who applied the device is not on campus
- The employee's manager makes all reasonable efforts to contact the employee and determine the reason for leaving the lockout device in place
- The employee's manager inspects the equipment to ensure the lockable device may be removed.
- If the equipment is safe to return to service, the employee's manager removes the lockable device(s)
 - The employee's manager follows the specific procedures and training for such removal as listed in the lockout/tagout procedure
 - If the employee's manager is not trained as an authorized employee on that equipment, an employee with that training is contacted, and performs the inspection and device removal
- If the equipment is still being serviced, the employee's manager removes the lockable device(s) and either the employee's manager or another authorized employee attaches his or her lockable device (following the lockout/tagout procedure)

NOTE: The employee's manager will inform the employee that his or her lockable device must be removed when leaving the area of operation for any extended amount of time. Failure to do so may be subject to disciplinary action up to and including termination.



Shift Change

Shift change processes ensure the continuity of lockout/tagout protection.

If work extends into subsequent shifts and individual locks and tags are being used, the original shift must remove their own locks and tags at the end of their shift. The persons involved on all subsequent shifts must lockout/tagout in accordance with the equipment's lockout/tagout procedure.

Group Lockout/Tagout

When a group of employees are assigned to service or perform maintenance on equipment covered under the lockout/tagout program, group lockout/tagout must be performed.

Each authorized employee affixes a personal lockout/tagout device to the group lockout device when he or she begins work and only removes the device when he or she stops working on the equipment being serviced or maintained.

- A group lockout device such as a lock box, a lockout hasp or other devices is used.

A primary lockout authorized employee must be designated to:

- Exercise primary responsibility for implementation and coordination of the lockout/tagout of hazardous energy sources
- Verify that hazardous energy sources have been isolated and de-energized
- Coordinate with affected persons and ensure continuity of protection, if more than one crew, department or another group is involved

The primary lockout authorized employee is an individual who is responsible for managing or supervising the authorized employees.

Lockout/Tagout for Outside Personnel

When it is necessary for outside servicing personnel (contractors, vendors, etc) to lock out and tag out equipment, they must comply with all appropriate OSHA regulations that govern the control of hazardous energy, as well as state/provincial statutes and regulations.

Outside personnel are defined as maintenance vendors, material handling integrators, janitorial visitors, contractors, personnel servicing or maintaining equipment or service suppliers.

Outside personnel must be able to provide a copy of their own lockout/tagout procedures to ACU if requested.



EQUIPMENT

Locks, Tags, and Lockout Devices

- Abilene Christian University requires that both a lock and tag be used for lockout
- Locks and tags are to be standardized so that they are recognizable to all trained and authorized employees
- Management is responsible for all lockout/tagout equipment
- Locks, tags, and other lockout devices must not be removed without permission from the authorized employee who applied them and are not to be bypassed, ignored or otherwise defeated

Locks

- May not be used for any purpose other than lockout
- Must be identifiable and indicate the employee applying the lock(s)
- All ACU locks must be colored purple (This is to delineate internal locks from outside vendor locks. Purple padlocks can be purchased through Grainger)
- Must be durable enough to withstand the environment to which they are exposed for the maximum period of time that exposure is expected
- Must be provided as needed for isolating, securing, blanking, or blinding machines, equipment or processes from energy sources
- Must be assigned, issued, and individually keyed for each lockout authorized person such that only the employee can install or remove their lock
- May be permanently assigned to an employee or may be generally available to authorized employees provided the above conditions are met

NOTE: Authorized employees may only use their assigned lock(s)

Tags

Tags must be constructed and printed so that exposure to wet and damp locations does not cause the tag to deteriorate or the message on the tag to become illegible

The tag must show:

- Name of the authorized employee who is applying the device



- Date and time that work began
- Phone or radio contact information
- A warning about the hazardous conditions that may result if the equipment or machine is energized must include a legend that states:
 - Do Not Start;
 - Do Not Operate;
 - Do Not Close;
 - Do Not Energize; or
 - Do Not Open

Tags must be legible and understandable by all employees.

Other Lockout Devices

Management is responsible for determining other lockout devices needed for site-specific equipment.

Other lockout devices must be substantial enough to prevent removal without the use of excessive force or unusual techniques.

Examples of other lockable devices and equipment include:

- Ball valves
- Gate valves
- Pneumatic
- Circuit breaker
- Cable
- Flanges
- Chains

PERIODIC INSPECTIONS

Periodic inspections are a requirement in an energy control program per 29 CFR 19140.147. Periodic inspections are performed annually to ensure that the procedures and requirements as defined within this program are being followed. Periodic inspections shall meet the following requirements:

- An inspection must be performed at least annually to ensure that the procedure and the lockout/tagout process requirements are being followed
- An authorized employee other than those who use this procedure must perform the inspection
- The inspection must include a review between the inspector and each authorized employee of that the employee's responsibilities under the energy control procedure being inspected
- The inspector must certify that periodic inspections have been performed. The certification must identify:
 - The equipment on which the energy control procedure is being utilized
 - Date of inspection
 - Employees included in the inspection
 - Persons performing the inspection (i.e., inspector)
- The periodic inspection may utilize processes involving grouping of energy control procedures and/or representative sampling.

Periodic inspections must be documented on the Lockout/Tagout Periodic Inspection form found in Appendix C and sent to risk management at risk@acu.edu.

GENERAL SAFETY

The following precautions shall be used as general safety guidelines during any operation that requires the use of lockout/tagout procedures:

Identify the equipment/machinery that needs to be shut down and ALL of its energy sources

- All energy sources must be shut down or isolated to prevent it from being released while work is being performed. These energies can include: Electrical, mechanical, gravitational, thermal, hydraulic, pneumatic, and chemical.

Determine if there are any stored energy sources

- All stored energy sources must be released prior to work being performed. These energies can include: Capacitors, springs, elevated components, rotating flywheels, hydraulic systems, air, gas steam, water pressure, piles that can shift, and others

Properly shut down equipment and machines

- Notify affected workers about the shutdown. Affected workers can include those who work on the machines or equipment or work in the area where LOTO will be performed
- Shut off the power sources
- Apply locks & tags to the power sources so the machine/equipment cannot be started

Lockout

- Lock out all energy sources prior to performing work

Tagout

- Put on a tag to warn others & identify the responsible person

Try Out

- Test to make sure the equipment is locked out prior to performing work

NOTE: Only the person who put on the lock and tag can remove it. If the person is unavailable due to various circumstances, employees must follow the procedures outlined in the “Lockout/Tagout Device Removal” section within this program.



TRAINING

Lockout/tagout training will provide understanding, knowledge, and skills necessary to safely perform operations when isolating energy. Training will be required:

- Upon initial assignment of duties involving the isolation of any energy source
- When there is a change in an affected employee's assigned duties
- When there is a change in equipment or a new hazard has been introduced
- Upon request by departmental management
- When Abilene Christian University has reason to believe that there are deviations from the lockout/tagout procedures required in this program, or when there are inadequacies in the employee's knowledge or use of these procedures.

For information regarding training requirements, please contact Risk Management at risk@acu.edu or contact the Environmental Health & Safety Manager, 325-674-2424

General Training Requirements

All personnel whose duties involve lockout/tagout operations will have a general knowledge of this program and the following information:

- The lockout/tagout procedures as described within this program
- How to respond to emergencies
- The prohibition of attempting to restart or re-energize machines or equipment which have been locked out / tagged out

Authorized Employees

- Recognizing applicable hazardous energy source(s)
- Understanding the magnitude of the energy source(s)
- Understanding the methods and means that are necessary for proper and safe energy isolation and control
- Specific hazards and procedures of the specific equipment that is to be locked out/tagged out
- Where to find information on the equipment that is to be locked out/tagged out



- Personal protective equipment selected for the hazard(s), including proper use, inspection, care and maintenance, limitations and other applicable safety instructions

Affected Employees

- Understanding the purpose and use of the energy source
- Where to find information on each piece of equipment

Qualified Employees

- Understanding the electrical lockout/tagout procedures
- Understand the skills needed to identify exposed live parts from electrical components
- Understand the skills and techniques necessary to determine the nominal voltage of exposed live parts
- Understand the appropriate clearance distances specified in CFR 1910.333 (c) and the corresponding voltages to which the qualified person will be exposed
- Know the appropriate personal protective equipment (PPE) identified in the PPE Hazard Assessment.

Other Employees

- Understanding lockout/tagout procedures
- Understanding that attempting to start-up any locked-out equipment may cause injury or death

Employee Retraining

Employees receive recurring training every May. Additional training may be required at the request of management, the Office of Institutional Compliance & Risk Management, or the Environmental Health & Safety Manager.

Employee retraining is required when the following conditions exist:

- Change in job assignments
- Change in machines, equipment, or processes that present a new hazard
- Change in the lockout, tagout, or tryout (energy control) procedures
- Periodic inspections reveal that there are inadequacies in the employee's knowledge or use of these procedures



Environmental Health & Safety Training

All individuals who are involved in operations that require the use of lockout/tagout procedures are required to complete lockout/tagout training. These individuals may include, but are not limited to:

- Staff
- Faculty
- Supervisors
- Management

The Director of the applicable department will make contact with the Environmental Health & Safety Manager at risk@acu.edu, or call 325-674-2424, to schedule training.

These training requirements will be developed, maintained, and reviewed by the Environmental Health & Safety Manager.

Departmental Training

Supervisors and management are responsible for training their employees in lockout/tagout procedures as described within this program and any departmental safety procedures that are specific to their department or work area. This training shall be completed upon initial assignment of a position that would be affected by lockout/tagout procedures. This training shall include, but is not limited to:

- Required personal protective equipment
- Safety procedures for the equipment to be used
- How to properly use and maintain required equipment
- Lockout/tagout procedures
- Contact information for emergency services (Appendix D)
- Emergency procedures

The Environmental Health & Safety Manager may be used as a resource to help provide training or training resources.



PROGRAM REVIEW

This lockout/tagout program and the procedures within this program shall be reviewed annually by the Office of Institutional Compliance & Risk Management. All retained periodic inspections shall be used during the annual review of this program.

RECORDKEEPING

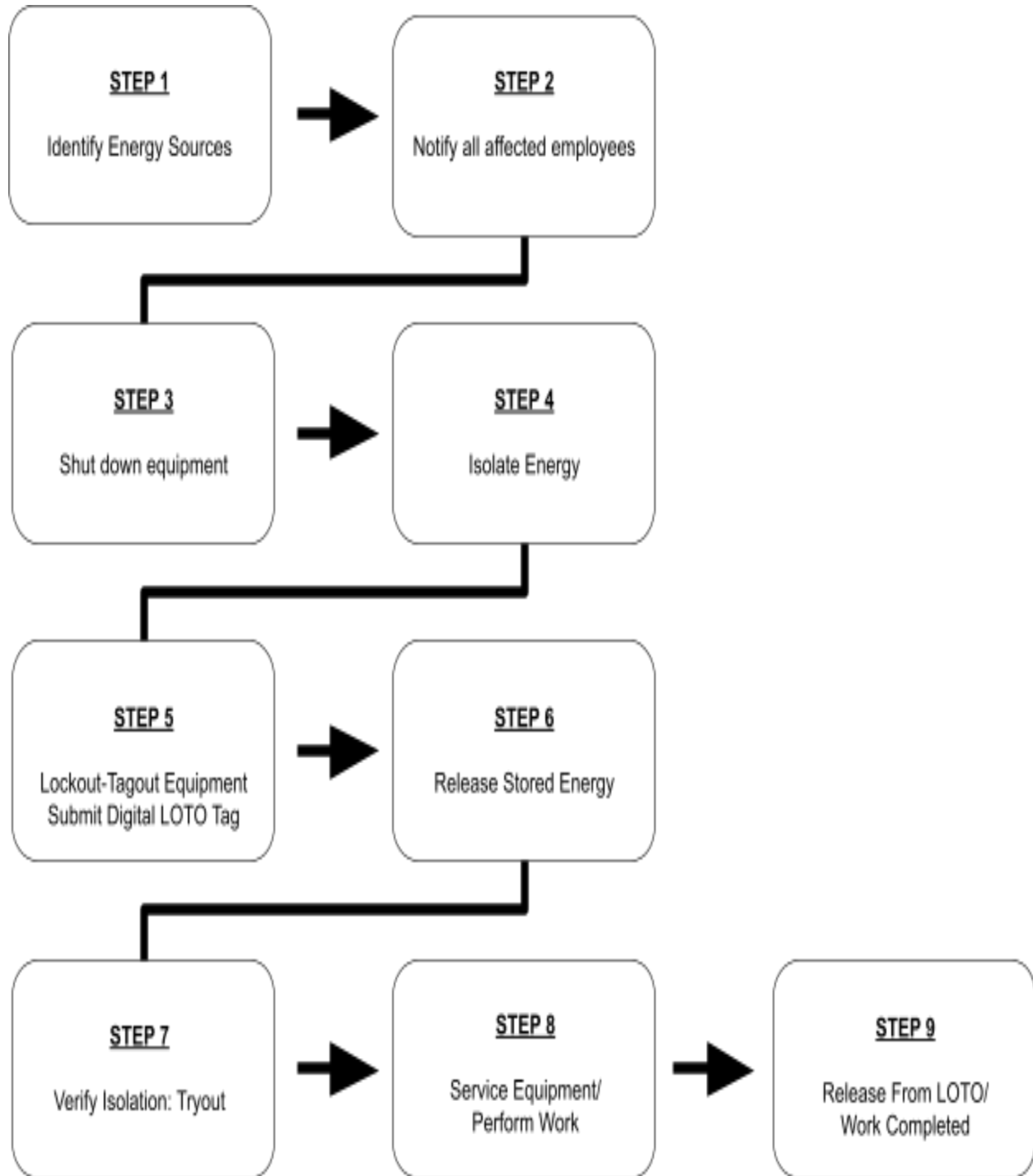
The Environmental Health & Safety Manager shall retain all completed periodic inspection forms for three years (Appendix C).

All training and retrainings must be certified by each employee with their name and the date of the training by using the training roster form (Appendix B). All completed training rosters shall be sent to risk management at risk@acu.edu and maintained on file for three years.

APPENDIX

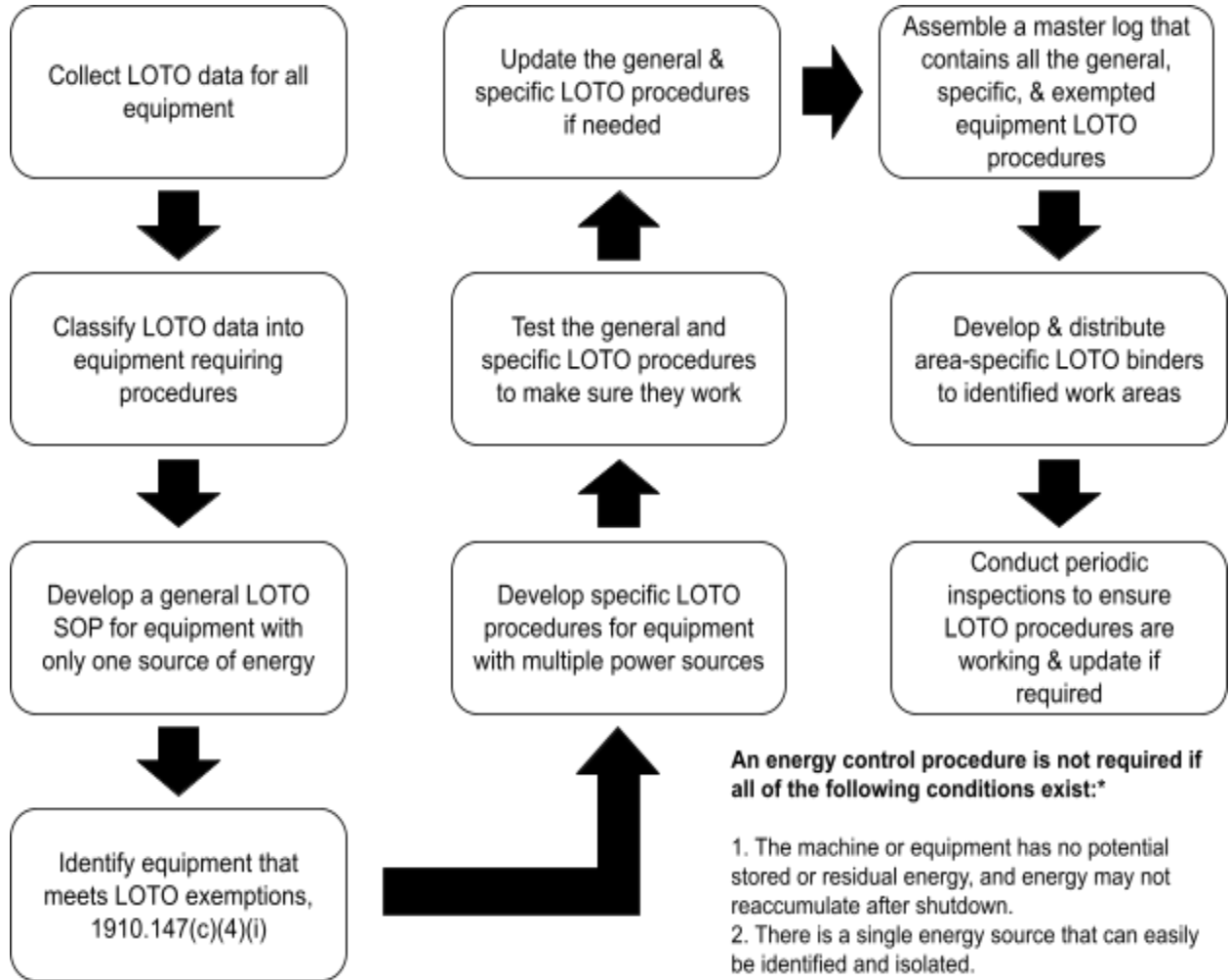
Appendix A

Lockout/Tagout Procedure Flow Chart



Appendix B

Energy Control Plan Flow Chart



An energy control procedure is not required if all of the following conditions exist:*

1. The machine or equipment has no potential stored or residual energy, and energy may not reaccumulate after shutdown.
2. There is a single energy source that can easily be identified and isolated.
3. The lockout will completely deenergize the equipment.
4. The equipment is isolated and locked out from the energy source during maintenance.
5. A single lockout device will achieve the required isolation.
6. The lockout device is under the exclusive control of the authorized employee performing the work.
7. The work does not create hazards for other employees.
8. Previous use of this exemption has not caused accidents involving unexpected re-energization or startup.

***Required Conditions for Lockout Tagout Procedure Exemption - [1910.147\(c\)\(4\)\(i\)](#)**

Appendix C

Training Roster

Course Title / Subject of Training	
Instructor Name	
Location	
Date of Training	

Instructor Signature	
Date	

By signing this training roster, you are affirming that you understand the training subject and have been given the opportunity to ask questions.

Printed Name	Signature	Date



Appendix D

Lockout/Tagout Periodic Inspection Form

Machine/Equipment Name	
Authorized Inspector (Print)	
Authorized Employee(s) (Print)	

Prior to completing the inspection, review the energy control procedures and the employees responsibilities with the involved employee(s).

Questions	Yes	No
<p>1. Are the steps in the energy control procedure(s) being followed?</p> <ul style="list-style-type: none"> If no, please provide a description of the issue, along with the corrective action taken or planned below: <p><u>Description:</u></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Do the involved employee(s) understand their responsibility(s) under the procedure(s)?</p> <ul style="list-style-type: none"> If no, please provide a description of the issue along with the corrective action taken or planned below:. <p><u>Description:</u></p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>3. Are there any inadequacies in the employee's knowledge, abilities, or use of the procedure(s)?</p> <ul style="list-style-type: none"> If yes, please provide a description of the issue along with the corrective action taken or planned below: <p><u>Description:</u></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Is the procedure(s) adequate to provide necessary protection?</p> <ul style="list-style-type: none"> If no, please provide a description of the issue along with the corrective action taken or planned below: <p><u>Description:</u></p>	<input type="checkbox"/>	<input type="checkbox"/>

Correction Action

- There were no deviations or inadequacies found during the periodic inspection.
- There were deviations or inadequacies found during the periodic inspection. Corrective action is needed.

Authorized Inspector

I certify that the completion of this periodic inspection and all involved employees were trained on the energy control procedures and their responsibilities:

Printed Name *Signature* *Title* *Date*



Appendix E

Machine-Specific Energy Identification Form

Equipment/Machine:			
Location:			
Surveyed by:			
Date of Survey:			
Energy Source	Magnitude of energy	Method to Isolate Energy Source	Method to Verify Energy is Isolated
Electrical			
Pneumatic			
Hydraulic			
Water (pressurized)			
Gas (pressurized)			
Steam (pressurized)			
Gravity			
Thermal			
Chemical			
Mechanical			
Other			
Notes:			

Appendix F

Energy Control Procedure Form

Date Written:	Procedure Written By:
Date Reviewed:	Procedure Reviewed By:
Date Approved:	Procedure Approved By:

Procedure Description

Equipment Description:		
Serial Number:	Location of Equipment:	Area or Department:
Number of Lockout Points:	Lockout Device(s) Needed:	
Lockout Procedure:		
Procedure to Verify Lockout is Complete (Tryout):		
Release and Start up Procedure:		

Appendix G

Contact Information

Emergency Services	
Name	Phone Number
<u>Abilene Fire Department</u> Non-Emergency Emergency	(325) 676-6676 911
<u>Abilene Police Department</u> Non-Emergency Emergency	(325) 673-8331 911
ACU Medical Clinic	(325) 674-2625
Hendrick Medical Center North	(325) 670-2000

Abilene Christian University Employees	
Name	Phone Number
ACU Police	(325) 674-2911 (325) 674-2305
<u>Environmental Health & Safety Manager</u> Zach Harmon	(325) 674-2424