Chapter 51: Control of Hazardous Energy

Quick Start Summary

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1 Who needs to know about these requirements

The requirements of Control of Hazardous Energy (CoHE) apply to workers performing service and maintenance of machines, equipment, or systems where hazardous energy may be present (for example, electrical, thermal, mechanical, hydraulic, pneumatic, chemical, and ionizing and non-ionizing radiation); their supervisors; equipment designers, custodians, and owners; and LOTO inspectors, related ESH program managers, and associate laboratory directors. The program also covers administrative lock and tag control, which may involve the lockout of equipment for configuration or operational purposes, but which may not be used alone to protect workers from hazardous energy.

2 Why

Exposure to hazardous energy from the unexpected energization or start-up of machines, equipment, or systems can cause death or serious injury.

3 What do I need to know

Each worker must have control over hazardous energy that could be encountered during service and maintenance of equipment. A hazard analysis is required to confirm the presence of hazardous energy. If hazardous energy is confirmed the appropriate lockout procedure must be used. Simple lockout may be performed under the general procedure; complex lockout (involving for example multiple energy sources, crews, crafts, or locations) requires either a group or equipment-specific lockout procedure. Under these procedures work on equipment may begin only after each authorized worker has placed his personal lock(s) on the energy isolating device(s) or group lockout device: no worker may work under another worker’s lock.

4 When

The requirements of this chapter take effect 1 November 2011.

5 Where do I find more information

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
- Chapter 51, “Control of Hazardous Energy”

Or contact the program manager.
Chapter 51

Control of Hazardous Energy

1 Purpose

The purpose of this program is to prevent worker exposure to hazardous energy (such as from unexpected energization, start-up, or release of stored energy). It covers controlling hazardous energy associated with the service and maintenance of machines, equipment, or systems. It also covers administrative lock and tag control, which may involve the lockout of equipment for configuration or operational purposes, but which may not be used alone to protect workers from hazardous energy. It applies to workers and supervisors; equipment designers, custodians, and owners; and LOTO inspectors, related ESH program managers, and associate laboratory directors.

Note: Control of hazardous energy is commonly referred to as CoHE, and lockout/tagout is commonly referred to as LOTO or lockout.

1.1 Exemptions

The following activities are exempt from CoHE requirements.

- Work on cord-and-plug connected equipment, in which all these conditions are met:
  - There is a single energy source.
  - All of the hazardous energy is controlled by unplugging the equipment and there is no potential for stored energy.
  - The plug remains under the exclusive control of the worker performing the servicing or maintenance.

- Hot tap operations on pressurized pneumatic or hydraulic systems, in which all these conditions are met:
  - Continuity of service is essential.
  - Shutdown of the system is impractical.
  - Documented procedures are followed.
  - Special equipment is used that will provide proven, effective protection for workers.

If any of these conditions does not hold, then the requirements of this program apply.

- Minor tool changes and adjustments, and other minor servicing activities that take place during normal operations, provided that (a) they are routine, repetitive, and integral to the use of the equipment, and (b) the work is performed using alternative measures which provide effective personnel protection.
Service and maintenance that takes place during normal production operations requires control of hazardous energy in accordance with this program if

- A worker is required to remove or bypass a guard or other safety device, or
- A worker is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

- Operations on energized electrical equipment such as diagnostics and testing that can only be performed with the circuit energized. Workers performing these activities must follow all requirements of Chapter 8, “Electrical Safety”, including safe work practices, personal protective equipment, safety analyses, work plans, and management approvals.

2 Roles and Responsibilities

Functional roles and general responsibilities for each are listed below. More detailed responsibilities and when they apply are provided in the procedures and requirements.

The roles may be performed by one or more individuals and one individual may play more than one role, depending on the structure of the organizations involved, and responsibilities may be delegated.

2.1 Authorized Worker

- Completes required training and authorized worker certification and annual re-certification
- Obtains permission from the equipment custodian before implementing an equipment-specific lockout procedure (ELP)
- Performs lockout in accordance with an approved lockout procedure: general, equipment-specific lockout procedure (ELP), or group
- Coordinates with equipment owner/custodian to shut down machinery, equipment, or systems
- Contacts supervisor if asked to perform any lockout that is beyond current level of experience, knowledge, or training
- Conducts hazard analyses and develops ELPs and group lockout energy isolation plans (EIPs) as assigned

2.2 Lead Authorized Worker

- Must be an authorized worker
- For a complex lockout, is designated by the responsible manager or supervisor in consultation with the equipment custodian
- Ensures a written plan of execution is developed and followed
- Coordinates implementation of an ELP or group lockout procedure
- Coordinates multiple work groups and multiple work scopes associated with the lockout
- Provides continuity of protection for all workers for the duration of the lockout
- Verifies completion of work and proper lock-off of all authorized workers
- Coordinates system restoration

2.3 Operations Group Member
- May establish energy isolation for systems under his or her control
- Assumes the functions and responsibilities of the lead authorized worker when group lockout is established by an operations group
- If involved in the execution of lockout procedures must be an authorized worker

2.4 Worker Who Performs Zero Voltage Verification
- Completes specified training
- Must be authorized by his or her supervisor to perform zero voltage verification (ZVV)
- Performs ZVV in accordance with requirements

2.5 Affected Worker
- Must be notified before equipment is locked out and after the lockout is removed
- Never attempts to start, energize, or use machinery, equipment, or systems that have been locked or tagged out, nor attempts to defeat a lock or remove a tag without proper authorization

2.6 Line Manager / Supervisor
- Ensures that CoHE program requirements are implemented for work activities in his or her organization and facilities
- Ensures workers, including operations group members involved in the execution of lockout procedures, are knowledgeable and qualified to implement the specific lockout procedures they are assigned
- Ensures that workers who perform lockout are current in required training before they are authorized/assigned to perform lockout, including the annual re-certification
- Ensures workers who perform zero voltage verification are trained and qualified
- Consults, as needed, with the equipment custodian, equipment or system owner, or field construction manager to appoint a lead authorized worker for a complex lockout
- Selects an employee with appropriate skills and training to develop a group lockout energy isolation plan (EIP)
- Ensures that workers who are selected by an equipment custodian to write, review, inspect, or implement an equipment-specific lockout procedure (ELP) have appropriate knowledge, skills, and training
- Provides hardware to authorized workers for isolating, securing, or blocking machines, equipment, or systems from energy sources
- Ensures that workers performing lockouts have personal protective equipment (PPE) as required for the work to be done
- Ensures that adequate safety signs, barricades, shields, barriers, tools, meters, and work space illumination are available when workers perform lockout
- Ensures design documents used for CoHE are maintained up-to-date and provided to workers performing lockouts; if up-to-date documents are not available, must ensure that an equally effective means of locating sources of energy is employed.
- Ensures that any operations locks are uniquely identified as required and that all keys remain under the control of group members

2.7 Equipment Custodian

- Ensures equipment is evaluated for all hazardous energy sources
- Understands the equipment, including all of its energy sources and energy isolation points
- Ensures a compliant ELP is written if one is required
- For a complex lockout, in consultation with the responsible manager or supervisor, designates an authorized worker with appropriate skills and training to act as lead authorized worker
- Ensures the ELP is maintained and available to workers
- Provides workers with complete and accurate electrical circuit diagrams, mechanical drawings, and procedures necessary to understand the equipment/system. If up-to-date documents are not available, the equipment custodian must ensure that an equally effective means of locating sources of energy is employed.
- Updates ELPs that have been inspected and returned with changes marked up by the authorized worker, and resolves any discrepancies with the worker
- Authorizes workers to lock out equipment
- Coordinates lockout of equipment with the authorized worker(s)
- Provides qualified workers to shut down and lock out equipment in coordination with service workers

2.8 Equipment Owner

- Ensures that a knowledgeable, qualified person (such as the equipment custodian) has evaluated the equipment for hazardous energy types and magnitudes
- Ensures that new and extensively modified machinery, equipment, or systems are equipped with energy-isolating devices designed to accept locks
- Designates or act as the equipment custodian for any machine, piece of equipment, or system
- Provides complete and accurate design documents to workers who perform lockout/tagout tasks and to equipment custodians or other workers. If up-to-date documents are not available, the equipment owner must ensure that an equally effective means of locating sources of energy is employed.
• Coordinates with authorized workers in the preparation, lockout/tagout, and service or maintenance of equipment to ensure that all energy sources are isolated

2.9 LOTO Inspector

• Certifies authorized workers by witnessing the conduct of the lockout procedure assigned to the worker and determining, through observation and discussion, if the worker understands the activities and carries them out as required; refrains from certifying the worker if the worker does not or cannot demonstrate competency in implementing the assigned lockout procedure

• If a worker is being certified in the conduct of an ELP, revalidates the ELP to ensure that it is adequate in controlling all hazardous energies related to the equipment. If any inaccuracies or inadequacies are found, marks up the ELP and sends to the equipment custodian immediately after the inspection.

2.10 Engineer and Designer

• Designs for effective control of hazardous energy by workers when performing activities outlined in this chapter

• Specifies or designs isolation devices that accept lockout devices into all equipment undergoing significant repair or modification or being replaced

2.11 Associate Laboratory Director

• In consultation with the equipment owner, designates the equipment custodian for any machine, piece of equipment, or system for which no equipment custodian has yet been assigned

• Resolves disputes concerning designation of equipment owners and custodians (for specific equipment or systems)

2.12 Related ESH Program Manager

• Reviews and approves, as appropriate, alternative energy controls for his or her respective program

2.13 Program Manager

• Maintains a high level of knowledge concerning control of hazardous energy and stays updated on new requirements

• Develops requirements for the control of hazardous energy

• Assists authorized workers with implementation of the CoHE program

• Provides CoHE program oversight to ensure it is understood and effectively implemented

• Ensures comprehensive and effective lockout/tagout training is available and delivered

• Reviews and, if needed, updates this chapter

• Performs an annual inspection of the CoHE program; corrects any deviations or inadequacies observed
3 Procedures, Processes, and Requirements

These documents list the core requirements for this program and describe how to implement them:

- **Control of Hazardous Energy: General Requirements** (SLAC-I-730-0A10S-004). Describes requirements that apply to all lockouts and specific requirements for simple versus complex lockouts and administrative lockouts.
- **Control of Hazardous Energy: Hazard Analysis Procedure** (SLAC-I-730-0A10C-002). Describes process for determining hazardous energy sources and provides thresholds and other references.
- **Control of Hazardous Energy: General Lockout Procedure** (SLAC-I-730-0A10C-003). Describes process for performing a simple lockout.
- **Control of Hazardous Energy: Group Lockout Procedure** (SLAC-I-730-0A10C-006). Describes process for conducting a complex, group lockout.
- **Control of Hazardous Energy: Authorized Worker Certification Procedure** (SLAC-I-730-0A10C-005). Describes process for certifying authorized workers to assigned lockout procedures; also covers revalidation of equipment-specific lockout procedures (ELPs).

These documents provide useful guidance; their use is not mandatory:

- None

4 Training

4.1 Affected Worker

Affected workers will be instructed in the purpose, use, and restrictions of CoHE and how to recognize that CoHE is being implemented. Affected workers must complete one of the following:

- ESH Course 136, Control of Hazardous Energy - Affected Employee ([ESH Course 136](#)).
- ESH Course 157, Control of Hazardous Energy ([ESH Course 157](#)).

4.2 Authorized Worker

Authorized workers will receive training in how to recognize hazardous energy sources, the type and magnitude of the energy present in the workplace, and the required lockout procedures to be followed to ensure energy isolation and control. The two required courses for authorized workers are:

- ESH Course 157, Control of Hazardous Energy ([ESH Course 157](#)) (retraining every 36 months or more frequently as described below).
- ESH Course 157PRA, Control of Hazardous Energy Practical ([ESH Course 157PRA](#)) (recertification every 12 months).
In addition, before an authorized worker is allowed to implement an ELP, the worker must have the training, knowledge, and experience required to perform the ELP steps. Any authorized worker may implement an ELP if authorized by his or her supervisor and permitted by the equipment custodian. Likewise, the equipment custodian may require on-the-job training specific to that equipment. Such training must be given by the equipment custodian or other knowledgeable person.

Workers must receive additional on-the-job training whenever their job assignment changes, a change in machines, equipment, or processes creates a new hazard, lockout procedures change, or observations or inspections reveal that an employee is not following or does not fully understand lockout procedures. The LOTO inspector may require the worker to repeat ESH Course 157 if the worker cannot demonstrate general knowledge of CoHE.

### 4.3 ELP and EIP Author

*Equipment-specific lockout procedure (ELP) and energy isolation plan (EIP) authors must complete*

- ESH Course 157, Control of Hazardous Energy ([ESH Course 157](#)) (retraining every 36 months or more frequently as described above)

### 4.4 Zero Voltage Verification Worker

Authorized workers who apply test equipment to exposed conductors to perform zero voltage verification (ZVV) must also complete

- ESH Course 138, First Aid/CPR/AED/BBP Training ([ESH Course 138](#)) (recertification every 24 months, via ESH Course 138R, First Aid/CPR/AED/BBP Recertification [ESH Course 138R](#))

- One of the following, as determined by supervisor:
  - ESH Course 251, Electrical and General Safety Awareness for R&D ([ESH Course 251](#)) (retraining every 48 months) or
  - ESH Course 274, Electrical-Low/High Voltage Training ([ESH Course 274](#)) (retraining every 36 months)

### 4.5 LOTO Inspector

LOTO inspectors must complete

- ESH Course 157, Control of Hazardous Energy ([ESH Course 157](#)) (retraining every 36 months)

- ESH Course 157PRA, Control of Hazardous Energy Practical ([ESH Course 157PRA](#)) (recertification every 12 months)

### 4.6 Line Manager / Supervisor

First-line supervisors who assign workers to apply CoHE are required to take courses required for their affected or authorized workers, as applicable.
4.7 Safety Officers and Non-ionizing Radiation Safety Committee Members

The radiation safety officer, laser safety officer, electrical safety officer, and members of the Non-ionizing Radiation Safety Committee are required to familiarize themselves with lockout requirements as they relate to control of hazardous energy regulations, stay current with any changes, and ensure accurate application of alternate energy controls for servicing and maintenance during normal production operations. Safety officers are required to complete

- ESH Course 157, Control of Hazardous Energy ([ESH Course 157](#)) (retraining every 36 months)

4.8 Administrative Lock and Tag Worker

Workers who apply lock and tag only for administrative purposes or configuration control are required to complete

- ESH Course 157, Control of Hazardous Energy ([ESH Course 157](#)) (retraining every 36 months)

5 Definitions

*Blanking.* The absolute closure of a pipe, line, or duct by fastening across its bore a solid plate or “cap” that completely covers the bore, which extends at least to the outer edge of the flange at which it is attached; and which is capable of withstanding the maximum upstream pressure (or in the case of lasers, the maximum laser irradiance). A blank flange and bolted slip blind are considered to be lockout devices.

*Blinding.* (See blanking)

*Boundary, arc flash protection.* When an arc flash hazard exists, an approach limit at a distance from a prospective arc source within which a person could receive a second degree burn if an electrical arc flash were to occur.

*Boundary, limited approach.* An approach limit at a distance from an exposed energized electrical conductor or circuit part within which a shock hazard exists. The distance varies as a function of voltage, and is typically specified on the arc flash hazard label for electrical equipment.

*Capable of being locked out.* An energy isolating device that is designed with a hasp or other means of attachment to which, or through which, a lock can be affixed, or that has a locking mechanism built into it. Other energy isolating devices are capable of being locked if lockout can be achieved without the need to dismantle, rebuild, or replace the energy-isolating device or permanently alter its energy control capability. (See device, energy isolating.)

*Condition, electrically safe work.* A state in which an electrical conductor or circuit part has been disconnected from energized parts, locked / tagged in accordance with established standards tested to ensure the absence of voltage, and grounded if determined necessary

*Control of hazardous energy (CoHE).* Control measures used to protect workers from exposure to all forms of hazardous energy due to accidental equipment energization or startup, or from working on or near
electrical conductors or circuit parts. Using lockout/tagout to de-energize and control equipment is the primary means to achieve CoHE during service or maintenance.

*Control, administrative lock and tag.* Applying a restrictive lock and tag for purposes of operational or configuration control of the equipment or system, not for the personal protection of persons performing work on the equipment or system

*Control, alternative energy.* Authorized hazardous energy controls to be used during service and maintenance activities on energized or partially-energized equipment where lockout/tagout is not feasible

*Control, individual.* When a single energy isolation point is within sight and under the exclusive control of an individual performing service or maintenance, but is not locked out with a personal lockout/tagout lock. NFPA 70E identifies individual control as an acceptable means of control of hazardous energy but the federal Occupational Safety and Health Administration (OSHA) does not. Therefore, individual control is not allowed for LOTO at SLAC.

*Custodian, equipment.* A competent person or organization responsible for servicing, maintaining, or repairing a machine, system or component (see *owner, equipment*)

*De-energized.* Isolated from all energy sources and not containing residual stored energy

*Device, energy isolating* (also *energy isolation device*). A mechanical device that physically prevents the transmission or release of energy, including the following:

- A manually operated electrical circuit breaker
- A disconnect switch
- 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; a blank flange, and any similar device used to block or isolate energy

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

*Device, lockout.* A device that uses a positive means such as a lock to hold an energy isolating device in the safe position that prevents the energizing of machinery or equipment. A blank flange or bolted slip blind are also considered lockout devices.

*Device, tagout.* A prominent warning device, such as a tag and a means of attachment that 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 the tagout device is removed

*Energized.* Connected to an energy source or containing residual or stored energy. De-energized equipment is considered energized until a *zero energy state* is verified.

*Energy, hazardous.* Energy that could cause injury to a worker involved in service or maintenance through the unexpected release of stored energy or the unexpected energization or start up of machinery, equipment, or a system
Inspector, LOTO. An authorized worker who certifies other authorized workers on lockout/tagout procedures and, during worker certification, may also evaluate the adequacy of equipment-specific lockout procedures (ELPs)

Lock, administrative. A non-red lock used for operational or configuration control of equipment or systems; may not be relied on for control of hazardous energy during servicing or maintenance.

Lock, group lockout master. A lock applied to a group lockout/tagout lock box by the lead authorized worker. The presence of a group lockout master lock signifies that energy isolation is complete and that the system is safe for work.

Lock, operations. A red lock owned by an operations department or group used exclusively for complex lockout.

Lock, personal. A red lock (SLAC workers) or otherwise uniquely identifiable lock (subcontractor workers) that has only one key, and that key remains in the control of the worker. Personal locks may not be used for any purpose other than lockout/tagout.

Lockout (also lockout/tagout, LOTO). The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be energized or operated until the lockout device is removed. Lockout is the primary means for controlling hazardous energy.

Lockout, complex. Lockout/tagout for machinery, equipment, or system that has more than one energy source, or involves more than one department, group, or employer (for example when subcontractors are working side-by-side with SLAC employees).

Lockout, group. Lockout that involves multiple authorized workers that affords each authorized worker a level of protection equivalent to that provided by the use of a personal lockout device. Each person applies a unique lock and tag to a multi-lock hasp or group lock box (or equivalent).

Lockout, simple. Lockout of machinery, equipment, or system to be worked on that 1) has a single source of hazardous energy that can be readily identified, isolated, locked out, and that the single source controls all hazards with no potential for stored energy, and that 2) involves only one department, group, craft, or employer, and no shift change, and 3) contains no potential to release a hazardous material.

Operation, normal production. The use of machinery or equipment to perform its intended production function.

Owner, equipment. A person or organization who exercises direct control over and has line responsibility for the operation of a machine, system, or component (see custodian, equipment).

Permit, complex lockout. The sign-on/sign-off form used for complex lockout. The permit provides accountability for all persons working under a complex lockout/tagout.

Person, competent. A person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees and who has authorization to take prompt corrective measures to eliminate them.

Plan, energy isolation (EIP). A written plan used to establish group lockout/tagout energy isolation. The plan includes all steps required to lockout and de-energize equipment and systems, including release of...
stored energy and zero energy verification. A group lockout/tagout procedure together with the energy isolation plan and the complex lockout permit constitute the written plan of execution required by NFPA 70E for complex lockout/tagout.

*Plan of execution, written.* A plan that identifies a lead authorized worker and provides accountability for all workers participating in the lockout; required by National Fire Protection Association (NFPA) 70E, “Standard for Electrical Safety in the Workplace” (NFPA 70E)

*Procedure, equipment-specific lockout (ELP).* A written procedure for the lockout of specific machinery, equipment, or systems (or a group of machines, equipment, or systems that are alike). The ELP and complex lockout permit together constitute the written plan of execution required by NFPA 70E for complex lockout/tagout.

*Procedure, general lockout.* A lockout procedure used when the machinery, equipment, or system to be worked on 1) has a single source of hazardous energy that can be readily identified, isolated, locked out, and that the single source controls all hazards with no potential for stored energy, and that 2) involves only one department, group, craft, or employer, and no shift change, and 3) contains no potential to release a hazardous material; may be used for simple lockout, but not for complex lockout.

*Procedure, group lockout.* A written procedure used for system-level lockout, usually involving multiple pieces of equipment or multiple systems, and multiple energy isolation points; may be used for simple or complex lockout. The group lockout procedure with the energy isolation plan (EIP) and the complex lockout permit together constitute the written plan of execution required by NFPA 70E for complex lockout.

*Service and maintenance.* Includes workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, demolishing, and maintaining and/or servicing machinery or equipment. Service and maintenance includes lubrication, cleaning or un-jamming of machines or equipment and making adjustments or tool changes that require lockout to prevent workers from being exposed to the unexpected energization or start-up of the equipment or release of hazardous energy.

*Source, energy.* Any source of energy, including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and radiation

*State, zero-energy.* The lowest achievable energy state for machinery, equipment, or system. Achieving zero-energy state is unique to each system, depending on the energy sources. Generally, the zero-energy state is achieved by

- De-energizing electrical energy sources, including discharging capacitive and inductive elements (absence of voltage and current)
- Totally blocking or releasing mechanical (kinetic or potential) energy
- Allowing surface or liquid temperatures to dissipate to prevent thermal burns
- Removing all differential pneumatic or hydraulic pressure to equal atmospheric pressure

*Tagout.* The placement of a tagout device, normally in conjunction with a lockout device, onto an energy isolating device. This is done in accordance with an established procedure to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed. (See lockout.)
Worker, affected. An employee who operates machines or equipment on which servicing or maintenance is performed under lockout, or whose job requires him/her to work in an area in which such servicing or maintenance is performed.

Worker, authorized. A worker who performs service or maintenance on machinery, equipment, or a system, who is qualified through appropriate training, has demonstrated proficiency in the performance of lockout, and has been assigned by his/her supervisor.

Worker, lead authorized. An authorized worker who is qualified to implement lockouts and who carries additional responsibility for coordinating group lockout and/or shift change regardless of the employer, occupation, crew, craft, location, or duration of the lockout. The lead authorized worker is the person in charge required for the written plan of execution as defined in NFPA 70E.

Verification, zero energy. Confirmation of a zero energy state by test, action, or observation.

Verification, zero voltage (ZVV). A procedure that ensures by measurement that there are no electrically live parts, that is, parts are in a zero energy state.

6 References

6.1 External Requirements

The Control of Hazardous Energy (CoHE) program has adopted the following standards:

- Federal Occupational Safety and Health Administration (OSHA) Letters of Interpretation
  - February 10, 2004, “Clarification of ‘authorized’ and ‘affected’ employees and proper energy control procedures”, [1910.147(b); 1910.147(c)(4); 1910.147(c)(7)(i); 1910.147(d); 1910.147(d)(4)(i); 1910.147(f)(3)(ii); 1910.147(f)(3)]

Additional information on 10 CFR 851 and its implementation is available from the following site:
“Worker Safety and Health Program Final Rule - 10 CFR 851”
- National Fire Protection Association (NFPA) 70E, “Standard for Electrical Safety in the Workplace” (NFPA 70E)

In addition, this program uses guidance provided in the industry-accepted consensus standard:

- American National Standards Institute (ANSI) Z244.1, “Control of Hazardous Energy Lockout/Tagout and Alternative Methods” (ANSI Z244.1)

### 6.2 Related Documents

**SLAC Environment, Safety, and Health Manual** (SLAC-I-720-0A29Z-001)

- Chapter 8, “Electrical Safety”
Chapter 51: Control of Hazardous Energy

General Requirements

1 Purpose

The purpose of these requirements is to prevent worker exposure to hazardous energy (such as from unexpected energization, start-up, or release of stored energy). They cover controlling hazardous energy associated with the service and maintenance of machines, equipment, or systems.

Service and maintenance include constructing, installing, setting up, adjusting, inspecting, and modifying machines, equipment, or systems. These terms are broad in scope and encompass all types of equipment, including process equipment such as piping systems. Service and maintenance also includes lubrication, cleaning or un-jamming of machines or equipment, and making adjustments or tool changes that require lockout to prevent workers from being exposed to the unexpected energization or start-up of the equipment or release of hazardous energy.

These requirements also cover administrative lock and tag control, which may involve the lockout of equipment for configuration or operational purposes, but which may not be used alone to protect workers from hazardous energy. They apply to workers and supervisors; equipment designers, custodians, and owners; LOTO inspectors, and related ESH program managers.

Note Control of hazardous energy is commonly referred to as CoHE, and lockout/tagout is commonly referred to as LOTO or lockout.

1.1 Exemptions

The following activities are exempt from CoHE requirements.

- Work on cord-and-plug connected equipment, in which all these conditions are met:
  - There is a single energy source.
  - All of the hazardous energy is controlled by unplugging the equipment and there is no potential for stored energy.
  - The plug remains under the exclusive control of the worker performing the servicing or maintenance.

- Hot tap operations on pressurized pneumatic or hydraulic systems, in which all these conditions are met:
  - Continuity of service is essential.
  - Shutdown of the system is impractical.
– Documented procedures are followed.
– Special equipment is used that will provide proven, effective protection for workers.

If any of these conditions does not hold, then the requirements of this program apply.

- Minor tool changes and adjustments, and other minor servicing activities that take place during normal operations, provided that (a) they are routine, repetitive, and integral to the use of the equipment, and (b) the work is performed using alternative measures which provide effective personnel protection. (See Section 2.12, “Alternative Energy Controls”, for guidance on the use of alternate measures to provide effective personnel protection.)

Service and maintenance that takes place during normal production operations requires control of hazardous energy in accordance with this program if

- A worker is required to remove or bypass a guard or other safety device, or
- A worker is required to place any part of his or her body into an area on a machine or piece of equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during a machine operating cycle.

- Operations on energized electrical equipment such as diagnostics and testing that can only be performed with the circuit energized. Workers performing these activities must follow all requirements of Chapter 8, “Electrical Safety”, including safe work practices, personal protective equipment, safety analyses, work plans, and management approvals.

2 Requirements

2.1 Individual Control and Protection

The primary goal of the CoHE program is individual control over and protection from hazardous energy. The lockout procedures below give each authorized worker personal control over the hazardous energy sources to which he or she otherwise would be exposed. Work on equipment may begin only after each authorized worker has placed his personal lock(s) on the energy isolating device(s) or group lockout device: no worker may work under another worker’s lock. It is only when each authorized worker removes his personal lock(s) that the equipment can be re-energized. It is the control that each worker maintains over the hazardous energy through personal lock(s) that protects him from the unexpected energization or start-up of the machine or equipment on which he is working.

Important Not to be confused with individual control as described in National Fire Protection Association (NFPA) 70E, “Standard for Electrical Safety in the Workplace” (NFPA 70E) (when a single energy isolating device is within sight and under the exclusive control of an individual performing service or maintenance, but is not locked out), which is not recognized by the federal Occupational Safety and Health Administration (OSHA) as an acceptable means of control of hazardous energy and is not allowed at SLAC.

2.2 Subcontractors

The SLAC project manager and field construction manager (FCM) must ensure that the subcontractor’s affected and authorized workers understand and follow the applicable provisions of SLAC’s and the subcontractor’s CoHE programs. In all instances, any equipment that requires a lockout will first be locked
and tagged by a SLAC authorized worker or operations group, then, when authorized by the subcontractor supervisor, the subcontractor’s authorized workers will apply their personal LOTO locks.

Note If the SLAC authorized worker will not perform any work under the lockout and is not the lead authorized worker, then the SLAC worker’s personal red LOTO lock may be replaced with an administrative lock.

### 2.3 Determination and Control of Hazardous Energy

An exposure to hazardous energy, such as from unexpected energization, start-up, or release of stored energy, could cause injury. (Examples of potentially hazardous energy include electrical, thermal, mechanical, hydraulic, pneumatic, chemical, and ionizing and non-ionizing radiation.) For any work that might involve such exposure, a hazard analysis is required to confirm the presence of hazardous energy and determine the sources (see Control of Hazardous Energy: Hazard Analysis Procedure). If hazardous energy is confirmed a lockout procedure must be used.

#### 2.3.1 Exposed De-energized Electrical Parts

De-energized electrical parts that have not been locked out and verified de-energized by test in accordance with a lockout procedure must be treated as energized. Only individuals who participate in the lockout in accordance with these procedures are protected from hazardous energy. Workers not participating in the lockout must treat de-energized electrical equipment as energized and remain outside the limited approach boundary and arc flash protection boundary of exposed electrical parts.

#### 2.3.2 Control Circuit Devices

Control circuit devices such as push buttons, selector switches, and interlocks are not energy isolating devices and may not be used as a means for de-energizing circuits or equipment for the purpose of lockout. Interlocks for electric equipment may not be used as a substitute for lockout tag out procedures. In particular, personnel protection systems (PPS) and door switch interlocks (on panels, cabinets, or equipment) are not acceptable as a substitute for a lock and tag for service or maintenance.

### 2.4 Lockout Types and Procedures

Lockouts are either simple or complex, and requirements vary accordingly.

#### 2.4.1 Simple Lockout

A simple lockout is when the machinery, equipment, or system to be worked on meets all the following conditions:

- Has a single source of hazardous energy that can be readily identified, isolated, and locked out; and that single source controls all hazards, with no potential for stored energy
- Involves only one department, group, craft, or employer, and does not involve a shift change
- Contains no potential to release a hazardous material
For simple lockouts, the general lockout procedure is required (see Control of Hazardous Energy: General Lockout Procedure), but an equipment-specific lockout procedure (ELP) or a group lockout procedure may be used if desired (for example, if more than one worker from the same crew is involved). Once the work is complete, the equipment is restored and lockout released according to Section 2.7, “Release from Lockout / Tagout”.

2.4.2 Complex Lockout

A complex lockout is when one or more of the following conditions exist:

- Multiple energy sources
- Multiple crews
- Multiple crafts
- Multiple locations
- Multiple employers
- Multiple disconnecting means
- Particular sequences of operation are necessary to establish the locked out condition safely
- Work involves a shift change

At SLAC, complex lockout may only be performed under an ELP (Section 2.4.3) or a group lockout procedure (Section 2.4.4). The general lockout procedure may not be used for complex lockout.

2.4.2.1 Written Plan of Execution

Following National Fire Protection Association (NFPA) 70E, “Standard for Electrical Safety in the Workplace” (NFPA 70E), a complex lockout requires a written plan of execution that identifies a lead authorized worker and provides accountability for all workers participating in the lockout. For complex lockout under an ELP, the ELP itself with a complex lockout permit constitutes the written plan; under a group lockout procedure, the procedure with an energy isolation plan (EIP) and a complex lockout permit constitutes the written plan.

Complex Lockout Permit

A permit is required for all complex lockouts. The permit is used to identify the lead authorized worker and communicate the state of the lockout to all workers (see Control of Hazardous Energy: Complex Lockout Permit [Excel] for a recommended template). The permit also provides accountability of all persons working under the lockout.

The identity of the lead authorized worker must be recorded on the complex lockout permit. When the lockout is complete and the equipment is safe for work the lead authorized worker signs the permit and, if a group lockbox used, applies a group lockout master lock to the group lockbox. Before beginning work, each authorized worker notifies the lead authorized worker of his or her intent to lock on to the lockout. Each worker reviews the energy isolation steps (in the ELP or the EIP if the group procedure is used) to verify proper lockout and verifies all zero energy verification steps are complete. Each worker has the right to walkthrough each energy isolating device to verify proper lockout. The worker then signs the complex lockout permit and affixes his personal lock(s) to the energy isolating devices or, if used, the group lockbox, before beginning work. The worker should remain locked on until his work is complete.
Upon completion of work the worker signs off the permit and removes his personal lock(s) from the energy isolating devices or group lockbox. After all workers are signed off and locked off the system may be restored.

2.4.2.2 Roles and Responsibilities

Lead Authorized Worker

Complex lockouts require designation (documented in the complex lockout permit) of a lead authorized worker. The lead authorized worker must be qualified to implement the lockout and carries responsibility for the entire group, including addressing worker concerns before work begins. The lead authorized worker must be knowledgeable in both the equipment to be locked out and the work scope to be performed.

Note For complex lockouts involving only one worker, that worker is the de facto lead authorized worker.

For an ELP, the equipment custodian, in consultation with the responsible manager or supervisor, designates the lead authorized worker. For a group lockout procedure, the responsible manager or supervisor designates the lead. In some cases a member of the owning or custodial group may be the best choice, even though that group is not involved in the servicing or maintenance activities.

The lead authorized worker will

- Ensure a written plan of execution is developed and followed
- Coordinate the lockout of affected work forces
- Provide continuity of protection for all workers for the duration of the lockout
- Ensure each authorized worker 1) affixes a personal lockout device to the group lockout device, group lockbox, or comparable mechanism before beginning work, and 2) removes those devices when finished working on the machine or equipment being serviced or maintained

Authorized Worker

Each authorized worker must review the energy isolation steps in the ELP or EIP. The concerns of all workers must be addressed before beginning work. Each worker has the right to walk down the energy isolation points before beginning work to confirm proper energy isolation. The worker then signs the complex lockout permit and affixes his personal lock(s) to the energy isolating devices or, if used, the group lockbox, before beginning work. The worker should remain locked on until his work is complete.

Upon completion of work the worker signs off the permit and removes his personal lock(s) from the energy isolating devices or group lockbox. After all workers are signed off and locked off the system may be restored.

For ELPs, any authorized worker may implement an ELP if the equipment custodian consents. The equipment custodian has the option to require that authorized workers be individually qualified and listed by name on a particular ELP if it is unusually complex.
Affected Worker

An affected worker is one who operates machines or equipment on which servicing or maintenance is performed under lockout, or whose job requires him/her to work in an area in which such servicing or maintenance is performed.

Affected workers must be notified before equipment is locked out and after the lockout is removed. They must never attempt to start, energize, or use machinery, equipment, or systems that have been locked out, nor attempt to defeat a lock or remove a tag without proper authorization.

Operations Group

Members of an operations group may establish energy isolation in accordance with an ELP or group lockout procedure for systems under their control. Energy isolation devices are locked out by operations locks. Operations locks are a set of red locks owned by a department or group that are used exclusively for an ELP or group lockout procedure and for no other purpose. The operations group also places the group lockout master lock on the group lockbox.

When an ELP or group lockout procedure is implemented by an operations group, the functions and responsibilities of the lead authorized worker are transferred to the operations group. The operations group must designate an on-shift worker to perform lead authorized worker functions whenever work is in progress under the lockout. Authorized workers working under the lockout must be notified of this designation.

2.4.2.3 Group Lockbox

Group lockboxes may be used for either simple or complex lockouts; the following describes their use for complex lockouts. For simple lockouts, a permit and sign on/off by each authorized worker are not required.

Each energy isolating device must be locked. Two methods are available for lockout of individual energy isolating devices: (1) the lead authorized worker’s red lockout/tagout locks are applied to each device; or (2) operations locks are applied to each device.

For both methods, if using a group lockbox the key for each lock is placed in the group lockbox.

Each lock on each energy isolating device must be accompanied by a tag that identifies the identity of and contact information for the lead authorized worker or operations group applying the lock and tag, and for group lockout procedures, a unique identifier for the group lockout (see Section 2.10, “Lockout / Tagout Equipment”).

Once energy isolation, including zero energy verification, is complete, a group lockout master lock is applied to the group lockbox. The master lock provides continuity of protection for all workers. The master lock is applied before any authorized workers lock on to perform work under the lockout and must remain in place until all work is complete and all authorized workers have removed their personal locks and tags from the group lockbox. (See Section 2.4.2.4, “Continuity of Protection”.)

The master lock must be keyed differently from the energy isolating device locks. A master lock may be a lead authorized worker red lockout/tagout lock or an operations lock (see Section 2.10, “Lockout / Tagout Equipment”).
When the master lock is a lead authorized worker lock, the key must remain under the exclusive control of the lead authorized worker. The lead authorized worker applies the master lock to the group lockbox whether or not he or she will actually be in the hazard zone of the equipment during service or maintenance.

When the master lock is an operations lock, the key(s) to the master lock must remain under exclusive control of the operations group members.

After the master lock is applied to the group lockbox, authorized workers then lock on to the group lockbox and sign on the complex lockout permit before performing any work. Each worker who may be exposed to the hazard must lock on and sign on the group lockout.

**Alternative to Group Lock Box**

A lockout involving only a few energy isolating devices and a few workers may be performed using multi-lock hasps in lieu of a lockbox. If hasps are used then a hasp should be placed on each energy isolating device, and each worker must apply a personal lockout/tagout lock on each hasp. To ensure continuity of protection, the lead authorized worker must be the first to lock on each hasp, and the last to lock off each hasp after work is complete.

### 2.4.2.4 Continuity of Protection

The lead authorized worker must be the first to lock on, and the last to lock off, the energy isolating devices called out in the ELP or EIP, with the following two exceptions:

1. Authorized workers may lock on to the energy isolating devices or group lockbox to perform activities associated with establishing the lockout, such as zero voltage verification.

2. An administrative lock and tag may be applied to the energy isolating devices or group lockbox for the purpose of configuration control. Whenever an administrative lock and tag is used, the lead authorized worker retains responsibility for the integrity of the lockout, including re-verifying proper energy isolation if necessary prior to placing the master lock on the group lockbox.

For either exception, no work may be performed under the lockout until the lockout is complete.

For work across multiple shifts a lead authorized worker must be designated for each shift. All authorized workers on shift must be informed of this designation. Oncoming lead authorized workers must apply their own lock(s) to the energy isolating devices or, if used, the group lockbox. The off-going lead authorized worker will communicate with the oncoming lead authorized worker to ensure proper coordination of work scopes and work groups across multiple shifts. Oncoming lead authorized workers must stay locked on the energy isolating devices or, if used, the group lockbox until work on their shift has been discontinued, or until their lead duties have been transferred to another lead authorized worker.

### 2.4.2.5 System Restoration

System restoration must conform to Section 2.7, “Release from Lockout / Tagout”. The sequence of steps to restore equipment to service should proceed as described in the ELP or, for a group lockout procedure, in reverse sequence listed in the EIP. If alternate sequencing is desired then a job-specific restoration plan must be prepared by a competent person who is familiar with the equipment and associated hazards. System restoration is coordinated by the lead authorized worker or operations group members.
2.4.3 Equipment-specific Lockout Procedure

An equipment-specific lockout procedure (ELP) is typically prepared for standalone equipment or equipment assemblies that require lockout of multiple energy sources. A single ELP may be used for multiple identical equipment assemblies. An ELP may be used for simple or complex lockouts.

Note  For large, complicated or system-level lockouts that involve many energy isolation points, multiple work groups or employers, or multiple work locations, a group lockout procedure is typically prepared.

2.4.3.1 Required Elements

An ELP must include the following elements (see Control of Hazardous Energy: Equipment-specific Lockout Procedure (ELP) Template [Word] for a recommended template):

1. Concurrence/approval/validation: the name, title, and date of all parties who approved, tested, or revalidated the procedure
2. Procedure name, scope, and purpose
3. Equipment: complete description (model, serial number, property control number, et cetera) and location
4. Equipment custodian and the custodian(s) of any associated/affected equipment: name and contact information
5. Potentially hazardous energy sources and types (see Control of Hazardous Energy: Hazardous Analysis Procedure): include all sources, such as electrical, thermal, mechanical, hydraulic, pneumatic, chemical, and ionizing and non-ionizing radiation
6. Isolation device associated with each energy source: identity and location and if applicable schematics and/or photos
7. Preparation and notification: steps to prepare the work area, notify the equipment custodian, and all affected workers of the lockout (and the equipment custodian(s) of any associated or affected equipment)
8. Equipment shutdown procedure: for placement, removal, and transfer of lockout and/or tagout devices and the responsibility for them
9. Energy source(s) isolation: description of method(s)
10. Stored energy dissipation: description of method(s)
11. Zero energy verification, verification of non-operation, and zero voltage verification (ZVV) (if required): description of method(s) for testing (see Control of Hazardous Energy: Zero Voltage Verification Procedure)
12. Equipment testing: if testing is required during or after service/maintenance, description of a safe testing procedure. Zero energy verification, including ZVV, will be required again once equipment is re-locked/re-tagged.
13. System restoration steps: for restoring system when work is complete; must comply with Section 2.7, “Release from Lockout / Tagout”
14. Designated authorized workers who are pre-approved to implement the ELP, if applicable: names
15. A complex lockout permit (sign on/sign off form) to record the identity of the lead authorized worker and to provide accountability of all persons working under the ELP
Note If an existing ELP does not include a complex lockout permit, a standalone permit must be used (see Control of Hazardous Energy: Complex Lockout Permit [Excel] for a recommended template).

ELP steps must be performed in the order stated in the procedure, unless alternate sequencing is specifically addressed in the ELP.

### 2.4.3.2 Development and Approval

The equipment custodian writes or, in consultation with the responsible manager or supervisor, ensures that a competent person familiar with the equipment is designated to write an ELP. The ELP must be reviewed and approved before it is implemented the first time.

### 2.4.3.3 Annual Revalidation

Every ELP must be revalidated by a LOTO inspector once per year unless an ELP has not been used within the past 12 months and is not expected to be used for several months. In this case, the ELP must be inspected upon the next use. In addition,

- The LOTO inspector must be a knowledgeable authorized worker
- If the ELP is accurate, the revalidation must be documented on its approval and validation page. If the ELP is found to be inaccurate, the inspector must forward a redlined copy to the equipment custodian for resolution.

Note ELPs are validated each time a worker is certified to become an authorized worker on it (see Control of Hazardous Energy: Authorized Worker Certification Form).

### 2.4.4 Group Lockout Procedure

A group lockout procedure is typically used for large, complicated or system-level lockouts that involve many energy isolation points, multiple work groups or employers, or multiple work locations, although it may also be used for simple lockout. (See Control of Hazardous Energy: Group Lockout Procedure.)

Under group lockout a lead authorized worker coordinates multiple authorized workers and work scopes to be worked under the group lockout.

Note For stand-alone equipment or equipment assemblies that require lockout of multiple energy sources, an ELP is typically prepared.

### 2.4.4.1 Energy Isolation Plan (EIP) Development

Group lockout energy isolation must be carried out under a written energy isolation plan (EIP) that is developed in accordance with Control of Hazardous Energy: Hazard Analysis Procedure. The plan must include

- A unique group lockout identifier that will applied to all associated forms and tags
- A step to lock and tag each energy isolating device
- A step for each zero energy verification, each verification of non-operation, and each release of stored energy
Drawings or sketches that identify energy isolating devices, if needed to assist authorized workers in understanding the EIP

The responsible manager or supervisor, in consultation with the equipment custodian must designate a competent person familiar with the equipment and work scope to prepare EIP and a second person to review it. In some cases a member of the owning or custodial group may be the best choice, even though that group is not involved in the servicing or maintenance activities.

For a recommended EIP template, see Control of Hazardous Energy: Group Lockout Energy Isolation Plan Template (Excel). An EIP may be reused but it must be reviewed and approved for each use.

Energy isolation steps must be implemented in the order stated on the EIP unless alternate sequencing is specifically addressed in the plan.

### 2.5 Pauses in Work

Authorized workers should remain locked onto a lockout on until their work is complete. The single key for each red lock must remain in the possession of the worker who placed it. When work continues beyond one work day, each worker must verify that his or her lock is still in place prior to beginning work each day. If a lock is removed for any reason, the worker must re-verify proper energy isolation prior to locking on and resuming work.

### 2.6 Lock and Tag Removal for Testing

An authorized worker may temporarily remove his or her lock(s) and tag(s) for the purpose of testing machines, equipment, or a process, or to carry out any other necessary sub-task such as positioning equipment. When locks are removed for testing the lockout is no longer intact and no work may be performed. All workers must remain clear of the equipment hazard zone.

After completing testing or positioning, the authorized worker must implement safe de-energization and zero energy/voltage verification and replace locks and tags before continuing with the original task.

For complex lockouts, the lead authorized worker should coordinate lock removal for testing, and restoration of the lockout following testing. All workers must be informed of the test activities, and no work may be performed until the lockout is re-established.

### 2.7 Release from Lockout / Tagout

The following equipment restoration steps apply to all lockouts:

- Check the machine/equipment and surrounding area to ensure that non-essential objects have been removed, guards have been reinstalled, and that the machine/equipment is operationally intact
- Verify machine/equipment controls are in the NEUTRAL or OFF position
- Verify that all affected workers and other authorized workers are out of harm’s way
- Remove locks and tags and prepares to restart the machine/equipment
Before restarting machinery/equipment, notify affected workers and the equipment custodian, equipment owner, or system owner, as applicable, that work is complete, that locks and tags have been removed, and that normal operations may proceed.

The lead authorized worker carries these steps out for complex lockouts; the authorized worker for simple.

2.8 Lockout / Tagout Device Removal

The only person authorized to remove a red personal lock and tag is the worker who applied it for the purpose of controlling hazardous energy during implementation of a lockout procedure. If the worker is not available and is unable to return to site to remove the lock, the lock may be removed with the concurrence of the worker’s supervisor or manager. The following steps must be taken (see Control of Hazardous Energy: Alternative Authorization for Removing Locks and Tags Form):

1. Verify that the worker who installed the lock is not on the site or may not return to the site
2. Make all reasonable efforts to contact the worker
3. Record in writing all the circumstances and reasons for taking the extraordinary action
4. Determine that it is safe to energize (follows Section 2.7, “Release from Lockout / Tagout“)
5. Makes sure that worker is informed that the lock has been removed before he/she resumes work at the job site

Note These restrictions do not apply to removing administrative locks and tags, which are neither red nor used for worker protection. In this case, one or more operations group members control the keys that open administrative locks (see Section 2.11, “Administrative Lock and Tag Control“).

2.9 Tagout Only

In some cases lockout may not be possible because energy isolation devices are not lockable. If lockout is not possible, tagout only may be used if all the following requirements are satisfied:

- The tagout device must be attached at the same location that the lockout device would have been attached.
- In demonstrating that the level of safety achieved using tagout is equivalent to the level of safety obtained by using full lockout, the authorized person using tagout must implement additional safety measures to reduce the likelihood of inadvertent energization by doing one or more of the following:
  - Removing an additional isolating circuit element
  - Blocking a controlling switch
  - Opening an extra disconnecting device
  - Removing a valve handle
  - Posting a safety guard at the energy isolating device to ensure the device remains in the isolation position. The safety guard shall have no other duties and shall not leave his station for any reason.
- Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use. Tagout devices must meet the minimum requirements in Section 2.10, “Lockout / Tagout Equipment“.
2.10 Lockout / Tagout Equipment

2.10.1 General Requirements

*Important* Workers must never depend upon someone else’s lockout device, and must always use their individually assigned lockout device, even when working under a group lockout.

All necessary lockout/tagout equipment must be provided by the authorized worker’s employer.

Depending on the lockout/tagout requirements for specific circumstances, required supplies may include a tag, tag attachment means, a lock, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware.

Lockout devices and tagout devices must be singularly identified; must be the only devices(s) used for locking and tagging energy isolating devices (for the purpose of control of hazardous energy during servicing and maintenance); must not be used for other purposes; and must meet the following requirements:

- Lockout and tagout devices must be capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
- Lockout devices must be substantial enough so that they cannot be removed without the use of excessive force or unusual techniques (such as bolt cutters or other metal cutting tools).
- Tagout devices, including their means of attachment, must be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means must be of a non-reusable type, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of no less than 50 pounds and having the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie.
- Tagout devices must be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible.
- Tags must not deteriorate when used in a corrosive environment, such as in an area where acid or alkali chemicals are handled or stored.

2.10.2 Personal Lock

*Personal lockout/tagout locks* must:

- Be red (SLAC authorized workers) or otherwise be uniquely identified (subcontractor authorized workers)
- Have only one key, and that key must remain in control of the worker (multiple locks with a single unique key are permitted)
- Not be used for any purpose other than lockout/tagout

2.10.3 Operations Lock

An operations lock differs from a personal lock in that it is under the exclusive control of operations group members.
Operations lockout/tagout locks:

- Must be red
- May be marked or labeled to identify the owning group
- Must not be used for any purpose other than lockout/tagout
- If used for complex lockout energy isolation, must have only one key
- If used as group lockout master locks, may have one or more keys, all of which are in the control of the group members

2.10.4 Lead Authorized Worker Lock

Lead authorized worker locks are personal locks, and may be used by a lead authorized worker for group lockout energy isolation. When lead authorized worker locks and a group lockbox are used for group lockout energy isolation, the key for each lock must be placed in the group lockbox.

2.10.5 Group Lockout Master Lock

When a group lockbox is used, a master lock is placed on the group lockbox to signify that energy isolation is complete and that the system or equipment is ready for maintenance or servicing.

Group lockout master locks must be red. When energy isolation is complete and the lockout has been established, the master lock is the first lock on and the last lock off the group lockbox. The master lock provides continuity of protection for all workers performing work under the group lockout. The master lock must be keyed differently from the locks used for energy isolation. The master lock may be a lead authorized worker personal lock or an operations lock.

2.10.6 Tags

A lockout/tagout tag identifies the authorized worker performing work.

- All lockout/tagout tags must be red, white, and black danger tags.
- Lockout/tagout tags must state explicit instructions such as DO NOT OPERATE, DO NOT START, DO NOT ENERGIZE or similar warning of the hazardous condition.
- For personal locks, including individual workers working under group lockout, a tag that identifies the worker and worker contact information is required.
- Group lockout tags affixed to energy isolating device locks must
  - Contain the words GROUP LOCKOUT or GROUP LOTO
  - Include a unique group lockout identifier
  - Include the name and contact information of the lead authorized worker or operations group

Note: Group lockout tags may be used for ELPS involving multiple workers.

- Adhesive lock labels or other durable lock labeling methods may be used in lieu of tags provided the labels provide the information required above.

For tag templates, see Control of Hazardous Energy: Tag Templates (Word).
2.11 Administrative Lock and Tag Control

The purpose of administrative lock and tag control is to allow workers or groups to control energy isolating devices for purposes other than the control of hazardous energy while servicing and maintenance is performed. Administrative lock and tag is typically used for exercising configuration or operational control.

Important Never rely on administrative lock and tag control when lockout/tagout for hazardous energy control is required. For servicing and maintenance of machines, equipment, or systems formal lockout is always required.

2.11.1 Requirements

Administrative lock and tag control may be used by individual workers or by groups responsible for control and maintenance of equipment, machinery, or systems. Administrative lock and tag control is commonly used when

- Equipment must be shut down because it is defective (further use may cause damage or equipment failure)
- A particular configuration must be maintained
- Equipment operation may result in undesirable consequences
- Access must be restricted or controlled because an actual or potentially hazardous condition exists
- Special training or authorization may be required to use the equipment
- Newly installed equipment or systems have not yet been fully tested or approved for use
- Equipment has been removed from service and its energy source is locked off

Another use of administrative lock and tag involves locking out equipment by a SLAC worker so that a subcontractor who will be performing work can apply the required personal lock and tag for control of hazardous energy (see Section 2.2, “Subcontractors”). If the SLAC worker will not perform work or be within the hazard zone of the equipment and is not the lead authorized worker, an administrative lock and tag may be used in lieu of a lockout/tagout personal lock and tag.

These two examples illustrate this use:

- In preparation for subcontractor service to a chiller, SLAC Facilities Department personnel shut down the chiller and apply administrative lock and tag to the chiller’s energy isolating devices. The subcontractor’s employees then apply their personal lock and tag before beginning work.
- In preparation for subcontractor installation of new electrical equipment, a SLAC qualified electrical worker de-energizes the circuit, applies a personal LOTO lock and tag, and performs zero voltage verification. The SLAC worker then replaces their personal LOTO lock and tag with an administrative lock and tag. The subcontractor’s electricians then apply their personal LOTO locks and tags before beginning work.

2.11.2 Locks

An administrative lock may be any color but red and may have more than one key. Administrative locks may be used by an operations group, such as SLAC Facilities or Accelerator Operations, with keys
accessible to multiple group members. Workers should be authorized by their supervisor to apply and remove administrative locks.

2.11.3 Tags

Tags used for administrative lock and tag are informational, and must not resemble red, white, and black danger tags used for control of hazardous energy.

Administrative control tags

- Must not use the lockout/tagout DANGER red, white, and black graphic. They may use DO NOT ENERGIZE, ADMINISTRATIVE LOCK AND TAG, NOTICE, INFORMATION, or similar wording, and may include department-specific language such as KTL CONTROL TAG.
- Should be distinguishable by their color in that they do not resemble the white/black/red danger tag used for lockout/tagout; blue and white is a good choice
- Should be standard size
- Must include the following information:
  - Department/organization/worker name
  - Telephone number/contact information for responsible department or person(s)
Figure 1 Administrative Tag Examples
2.12 Alternative Energy Controls

Alternative energy control requirements apply if the equipment must be energized to perform the required servicing task. When alternative energy controls are used, lockout/tagout is not required for the control of hazardous energy.

For example, in laser work, alignments, creating new beam paths, and replacing optics are servicing tasks performed with lasers partially or fully energized. These tasks require the use of alternative energy controls.

These controls must use the necessary combination of engineering controls (such as barriers and fixed guards, interlocks for moveable equipment guard devices, key control), warning and alert systems, administrative controls, and personal protective equipment to achieve effective control of hazardous energy protection for workers. These controls must be documented and reviewed and approved as follows:

- Electrical equipment: by the electrical safety officer (ESO). See Chapter 8, “Electrical Safety”, in particular the requirements for preparation, review, and approval of electrical work plans (EWPs) and energized electrical work permits (EEW).
- Radio frequency (rf) systems: by the Non-ionizing Radiation Safety Committee (NIRSC). See Chapter 50, “Non-Ionizing Radiation”.
- Ionizing radiation: by the radiation safety officer (RSO). See Chapter 9, “Radiological Safety”.
- Machine shop / fabrication areas. See Chapter 39, “Machine Safeguarding”.

3 Procedures, Forms, and Templates

The following are required procedures:

- Control of Hazardous Energy: Hazard Analysis Procedure (SLAC-I-730-0A10C-002)
- Control of Hazardous Energy: General Lockout Procedure (SLAC-I-730-0A10C-003)
- Control of Hazardous Energy: Group Lockout Procedure (SLAC-I-730-0A10C-006)
- Control of Hazardous Energy: Zero Voltage Verification Procedure (SLAC-I-730-0A10C-004)
- Control of Hazardous Energy: Authorized Worker Certification Procedure (SLAC-I-730-0A10C-005)

The following are required forms:

- Control of Hazardous Energy: Authorized Worker Certification Form (SLAC-I-730-0A10J-004). Required form for certifying authorized workers

The following are recommended templates. Equivalent forms may be used:

4 Recordkeeping

The following recordkeeping requirements apply for these requirements:

- See specific procedures

5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)

- Chapter 51, “Control of Hazardous Energy”
- Chapter 8, “Electrical Safety”
- Chapter 9, “Radiological Safety”
- Chapter 10, “Laser Safety”
- Chapter 39, “Machine Safeguarding”
- Chapter 50, “Non-Ionizing Radiation”

Other Documents

- National Fire Protection Association (NFPA) 70E, “Standard for Electrical Safety in the Workplace” (NFPA 70E)
Chapter 51: Control of Hazardous Energy

Hazard Analysis Procedure

1 Purpose

The purpose of this procedure is to determine if the energy source(s) associated with service or maintenance performed on any machinery, equipment, or system has the potential to harm workers. If so, the hazardous energy must be controlled using an appropriate lockout procedure (see Control of Hazardous Energy: General Requirements). This procedure covers determining whether hazardous energy may exist. It applies to workers, supervisors, equipment custodians, and building and area managers.

2 Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Responsible manager or supervisor or equipment custodian</td>
<td>Assigns an authorized worker to conduct (or confirm if there is an existing equipment-specific procedure [ELP] or energy isolation plan [EIP] for the work) a hazard analysis. The worker must be a competent person familiar with the equipment and work scope. The worker may be the equipment custodian.</td>
</tr>
<tr>
<td>2.</td>
<td>Authorized worker</td>
<td>Reviews the scope of work and affected machine, equipment, or system</td>
</tr>
<tr>
<td>3.</td>
<td>Authorized worker</td>
<td>Identifies all energy sources (electrical, mechanical, thermal, potential, pneumatic, hydraulic, chemical, and radiological, et cetera) (see Section 2.1, “Energy Types: Additional Information and References”)</td>
</tr>
<tr>
<td>4.</td>
<td>Authorized worker</td>
<td>Determines if any energy sources are hazardous (see Table 1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ If the value of the hazardous energy falls in the “Evaluate Hazard and Consider Lockout” column, lockout should be used if the authorized worker determines that lockout is warranted based on an evaluation of all hazards, including secondary hazards and combined hazards, associated with the work scope and equipment or system conditions; otherwise lockout is not required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ If the value falls in the “Lockout Required” column, lockout is required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For energy types without an explicit value, consults additional applicable resources to make a determination (such as information in this document and relevant ESH Manual chapters, and the control of hazardous energy (CoHE) program manager, responsible directorate ESH coordinator, safety officer, and subject matter experts)</td>
</tr>
<tr>
<td>5.</td>
<td>Authorized worker</td>
<td>Evaluates each task including setup, installation, removal, adjusting, cleaning, troubleshooting, and programming to analyze for hazards</td>
</tr>
<tr>
<td>6.</td>
<td>Authorized worker in consultation with building or area manager, if necessary</td>
<td>Evaluates the work environment for potentially hazardous combinations (see “Potentially Hazardous Energies in Combination” below)</td>
</tr>
<tr>
<td>7.</td>
<td>Authorized worker</td>
<td>For complex lockouts, documents results of the hazard analysis in an ELP or EIP and submits for approval (or confirm the adequacy of the existing ELP or EIP)</td>
</tr>
</tbody>
</table>
**Table 1** Hazardous Energy Thresholds

<table>
<thead>
<tr>
<th>Energy Form</th>
<th>Evaluate Hazard and Consider Lockout</th>
<th>Lockout Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical (AC or DC)</td>
<td>&lt; 50V and ≥ 5mA</td>
<td>≥ 50V and ≥ 5 mA</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>≥ 50V and &lt; 5mA</td>
<td>&gt; 10 J</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&gt; 0.25J and ≤ 10J</td>
<td></td>
</tr>
<tr>
<td>Thermal (hot)</td>
<td>Liquids or gases ≤ 125°F (52°C)</td>
<td>Liquids or gases &gt; 125°F (52°C)</td>
</tr>
<tr>
<td></td>
<td>Surfaces ≤ 140°F (60°C)</td>
<td>Surfaces ≥ 140°F (60°C)</td>
</tr>
<tr>
<td>Thermal (cold)</td>
<td>Liquids and surfaces ≥ 27°F (-3°C)</td>
<td>Liquids and surfaces &lt; 27°F (-3°C)</td>
</tr>
<tr>
<td>Kinetic</td>
<td>No threshold; each situation must be evaluated</td>
<td></td>
</tr>
<tr>
<td>Potential</td>
<td>No threshold; each situation must be evaluated</td>
<td></td>
</tr>
<tr>
<td>Pneumatic and Hydraulc</td>
<td>No threshold; each situation must be evaluated</td>
<td></td>
</tr>
<tr>
<td>Chemical</td>
<td>No threshold; each situation must be evaluated based on the chemical’s hazardous properties</td>
<td></td>
</tr>
<tr>
<td>Non-ionizing radiation other than lasers (3 kHz to 300GHz, or &gt;1mm)</td>
<td>Many sources of non-ionizing electromagnetic radiation involve electrical hazards that must be considered even when the radiation emitted is not hazardous. See Chapter 50, “Non-ionizing Radiation”, for requirements and maximum permitted exposures (MPEs)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>≤ MPE</td>
<td>&gt; MPE</td>
</tr>
<tr>
<td>Lasers (180 nm – 1mm)</td>
<td>Class 3B or Class 4 lasers: use lockout or controls equivalent to lockout approved by the laser safety officer. See Chapter 10, “Laser Safety”.</td>
<td></td>
</tr>
<tr>
<td>Ionizing radiation</td>
<td>Any work that involves ionizing radiation must be performed in accordance with requirements set forth in Chapter 9, “Radiological Safety”. For equipment that could potentially expose a worker to ionizing radiation above an administrative control level in a short time period during servicing and maintenance on that equipment, the use of lockout should be considered as part of the work planning phase. Call the Radiation Protection Department (ext. 4299) for information on areas controlled for radiological purposes, dosimetry, training, and work planning.</td>
<td></td>
</tr>
</tbody>
</table>

1. Double valve isolation is required when the operating temperature exceeds 200°F or the operating pressure exceeds 500 psig.
2.1 Energy Types: Additional Information and References

2.1.1 Electrical

For more information, see Chapter 8, “Electrical Safety”.

2.1.2 Thermal

Thermal energy – what we experience as heat or cold – is commonly produced by mechanical devices (combustion and/or friction), electrical resistance, and chemical reactions (or changes of state). Thermal energy can be controlled and/or dissipated.

Burns can occur due to both heat and cold, and the severity of a burn depends on temperature and duration or contact. The threshold for injury due to contact with hot liquids (which can cause burns or scalding) is 120°F (52°C). The threshold for injury to tissues due to cold is slightly below freezing (27°F [-3°C]). All cryogenic liquids present a cryogenic burn hazard.

Contact hazards with hot or cold surfaces are typically controlled with insulation, personal protective equipment (PPE), and/or time sufficient to allow cooling or warming.

2.1.3 Kinetic

Kinetic energy is the extra energy an object possesses due to its motion. Setting an object into motion requires that the object be accelerated to attain motion, and this energy, if hazardous, must be dissipated. No threshold is proposed for kinetic energy; each situation must be evaluated.

2.1.4 Potential

Potential energy can be thought of as the energy stored within a physical system. Objects at an elevated level, for instance, contain more potential energy than when they are physically lowered. This also referred to as configurational energy and can be eliminated by lowering an object in a controlled manner. Potential energy is also stored in a compressed spring, which can be released in a controlled manner. No threshold is proposed for potential energy; each situation must be evaluated.

2.1.5 Pneumatic and Hydraulic

Pneumatic and hydraulic energy refers to the energy inherent in the pressure that a gas or liquid is under. Pressure is generally expressed as psig (pound-force per square inch gauge), which expresses pressure relative to the surrounding atmosphere. A system can be under positive pressure (greater than atmospheric pressure) or negative pressure (vacuum).

Pneumatic refers to pressurized air or gas, as in compressed air or gas in a compressed gas cylinder. Hydraulic refers to pressurized liquid, such as water in a hose pressurized by a pump. Releasing pneumatic or hydraulic pressure involves identifying the pressure source. If equipment is producing pressure, turn it off. If the pressure is stored, allow it to release or dissipate under controlled conditions.

Note: This section discusses non-hazardous gases; hazardous gases and liquids at any pressure must be locked out due to their chemical hazards (for example toxic, flammable, reactive).
2.1.5.1 Pneumatic Injury

Provided that skin and eyes are protected and no potential for deadheading (point blank exposure of the jet to bare skin) exists, the pressure required to inflict pneumatic jet injuries to healthy unbroken skin is over 600 psi. Pneumatic sources directed at eyes or ears can cause injuries at significantly lower pressures, depending on the proximity and diameter of the jet. The federal Occupational Safety and Health Administration (OSHA) places the threshold for air pressure that can penetrate through open wounds or cause damage if directed at body openings at 30 psig.

Note The OSHA limit of 30 psi for using compressed air to clean clothes does not protect from particulates that may be generated by cleaning with pressurized air below 30 psi.

2.1.5.2 Hydraulic Injury

The pressure required to break intact healthy skin delivered by a hydraulic jet is more than 600 psi. Depending on the diameter of the jet and distance between it and the affected area, much lower pressures are hazardous to eyes, ear drums, and open wounds. Hydraulic injection injuries at distances up to 4 inches between the skin and jet have been recorded.

In larger piping systems, a hazard may be present if the liquid momentum conveyed by water and other liquids is sufficient to knock a worker down.

2.1.5.3 Compressed Air and Water Utility Systems

Nearly every industrial or commercial installation uses utility water or compressed air systems operating at pressures up to 150 psig. Common practice has shown that wearing normal PPE such as coveralls, gloves, and safety glasses provides worker protection and lockout is not normally used or required for servicing and maintenance of these systems.

The need for lockout may be indicated at relatively low pressures in such systems due to secondary factors such as working at elevation, since a sudden release could activate the startle reflex that may cause a fall. Take into account all secondary hazards present in a particular work environment.

2.1.5.4 Compressed Gas Cylinders

Compressed gas cylinders or subsequent valves feeding downstream systems are subject to lockout where 1) the system is being serviced or modified, and 2) the gas is flammable, the gas is toxic, or the delivery pressure with the regulator valve fully open could result in an injury. Lockout does not apply to cylinder installation and removal.

2.1.6 Chemical

There is no threshold below which it can be categorically stated that no hazard exists for a system that may release hazardous chemical solutions at any pressure. This also applies to systems that contain flammable liquids or gases or any gases with a potential of creating a hazardous atmosphere, including gases used for fire suppression systems. Lockout may be necessary based on the hazardous properties of the chemical or to prevent a chemical release that poses environmental consequences. For more information on the properties of hazardous chemicals, see Chapter 40, “Hazardous Materials”.

2.1.7 Non-ionizing Radiation

Non-ionizing radiation is a form of electromagnetic radiation that can be hazardous at exposure levels above the specified maximum permissible exposure (MPE) levels even though it does not cause ionization.
of molecules. Non-ionizing radiation includes high intensity visible and invisible light (ultraviolet and infrared) sources, microwaves, radiofrequency waves, and magnetic fields.

Where non-ionizing radiation sources exceed their respective MPE, the hazard must be evaluated. Service and maintenance on radiofrequency and microwave systems generally need hazardous energy control and lockout when exposure above the MPE is possible. For more information refer to Chapter 50, “Non-ionizing Radiation”.

2.1.8 Lasers

Where workers could be exposed to beams from Class 3B and Class 4 lasers while performing service or maintenance on those systems, procedures to achieve control of hazardous energy must be evaluated, including the possible need for lockout. Lockout may apply in such situations as

- Connecting or disconnecting fiber terminations if the fiber transmits Class 3B or Class 4 laser radiation
- Maintenance or service work on equipment associated with a laser transport line

Laser SOPs are developed in compliance with ANSI Z136.1 to address potential hazards associated with service and maintenance during normal production operations using alternative energy controls. For example, in cases where the beam cannot be shut down for maintenance, but instead will be controlled using electromagnetically- or pneumatically-controlled shutters, an effective beam stop bolted in place and tagged LASER SAFETY DEVICE - DO NOT REMOVE would provide additional protection and meet the intent of the lockout requirements. Refer to Chapter 10, “Laser Safety”.

Personal protective eyewear is required when laser personnel work in a nominal hazard zone where laser radiation may be present above the MPE.

2.1.9 Ionizing Radiation

When the potential exists for a worker to exceed an administrative control level in a short time period, consider the use of lockout as part of the work planning phase. For more information see Chapter 9, “Radiological Safety”.

Lockout may apply:

- To prevent external radiation exposure during service or maintenance of radiation-generating devices
- To prevent external radiation exposure during use of exposure systems with sealed sources having pneumatic or mechanical transport systems

2.2 Potentially Hazardous Energies in Combination

The following partial list of possible dangerous combinations of hazardous energies is meant to illustrate the types of configurations to watch for; many other combinations of energies may be hazardous.

- **Water and electricity.** Consider the potential for shock or arc flash hazard when working on water lines over electrical components or when working on electrical systems in a wet location.

- **Compressed air and toxic materials.** Consider results of inadvertent activation (will it generate toxic or radioactive dusts or aerosols that create contamination or personal exposure?)

- **Work on a ladder and unexpected energy or noise.** Consider the location of overhead water or air lines when placing the ladder; consider the effect of unexpected impact of air or water or elevated noise level from release of compressed air. (A startled worker may fall or drop tools.)
- **Inert gas in a confined space.** Consider asphyxiating hazards in a work location with poor or no ventilation; shut the gas source off and lock it out avoids oxygen depletion.

- **Magnetic fields and metal.** Consider that ferrous tools may be propelled by strong magnetic fields.

- **Pneumatic and thermal.** Consider thermal and pneumatic hazards near live steam or pressure relief valves.

### 3 Forms

The following forms are required by this procedure:

- None

### 4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- None

### 5 References

**SLAC Environment, Safety, and Health Manual** (SLAC-I-720-0A29Z-001)

- Chapter 51, “Control of Hazardous Energy”
- Chapter 8, “Electrical Safety”
- Chapter 9, “Radiological Safety”
- Chapter 10, “Laser Safety”
- Chapter 14, “Pressure Systems”
- Chapter 19, “Personal Protective Equipment”
- Chapter 40, “Hazardous Materials”
- Chapter 50, “Non-ionizing Radiation”

**Other Documents**

Chapter 51: Control of Hazardous Energy

General Lockout Procedure

1 Purpose

The purpose of this procedure is to prevent worker exposure to hazardous energy (such as from unexpected energization, start up, or release of stored energy). It covers locking out a machine, equipment, or system for which all the following conditions are met:

1. Has a single source of hazardous energy that can be readily identified, isolated, locked out; and that the single source controls all hazards, with no potential for stored energy
2. Involves only one department, group, craft, or employer, and does not involve a shift change
3. Contains no potential to release a hazardous material

Lockouts that meet these conditions are considered simple. If any of these conditions are not met (for example, there are multiple energy sources or multiple groups), the lockout is considered complex and this procedure may not be used. Instead, an equipment-specific lockout procedure (ELP) or a group lockout procedure must be used (see Control of Hazardous Energy: General Requirements). This procedure applies to workers, supervisors, and equipment custodians.

2 Procedures

2.1 Establishing a Lockout

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Authorized worker or supervisor</td>
<td>Contacts the equipment custodian</td>
</tr>
<tr>
<td>2.</td>
<td>Equipment custodian</td>
<td>Grants permission to work on equipment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provides additional contacts, if any, for work coordination</td>
</tr>
<tr>
<td>3.</td>
<td>Authorized worker</td>
<td>Notifies affected parties before shutdown:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Notifies all affected parties that a lockout is about to take place, the reason for it, and the specific affected machinery or equipment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Clears the area of people and any non-essential objects</td>
</tr>
<tr>
<td>4.</td>
<td>Authorized worker</td>
<td>Identifies and locates the energy source and energy isolating device (see Control of Hazardous Energy: Hazard Analysis Procedure)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Important: confirms lockout is simple or complex: if more than one energy source is identified follows a complex lockout procedure</td>
</tr>
<tr>
<td>Step</td>
<td>Person</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>5.</td>
<td>Authorized worker or equipment operator</td>
<td>Shuts the machine or equipment down using the normal stopping procedure</td>
</tr>
<tr>
<td>6.</td>
<td>Authorized worker or equipment operator or qualified electrical worker</td>
<td>Operates the disconnect switch, circuit breaker, valve, or other energy isolating device to isolate (disconnect) the machine or equipment from its energy source. For electrical equipment with viewing window, verifies all blades are fully open. Switchgear-type breakers should be open and racked out. &lt;br&gt;Note: wears appropriate personal protective equipment (PPE) per the arc flash hazard label</td>
</tr>
<tr>
<td>7.</td>
<td>Authorized worker</td>
<td>Applies personal LOTO lock and tag to the energy isolating device. &lt;br&gt;&lt;strong&gt;For subcontracted work&lt;/strong&gt;, SLAC worker locks on first, followed by subcontractor; for non-electrical lockouts the SLAC worker may apply a non-red administrative lock. For lockouts involving an electrical hazard the SLAC red LOTO lock may be replaced with a non-red administrative lock after completion of ZVV (see Step 10). If both the SLAC worker(s) and the subcontractor worker(s) will perform work under the lockout, then the lockout is complex and the general lockout procedure may not be used. A complex lockout procedure is required.</td>
</tr>
<tr>
<td>8.</td>
<td>Authorized worker</td>
<td>Relieves, exhausts, or restrains stored or residual energy in the machine or equipment by grounding, blocking, bleeding down, et cetera</td>
</tr>
<tr>
<td>9.</td>
<td>Authorized worker</td>
<td>Verifies zero energy by &lt;br&gt;- Attempting to start the equipment using normal operating controls to check that the energy source has been successfully disconnected &lt;br&gt;- Returning the operating control(s) to the NEUTRAL or OFF position before proceeding with servicing or maintenance work &lt;br&gt;- Ensuring zero energy state appropriate to the type of hazardous energy involved</td>
</tr>
<tr>
<td>10.</td>
<td>Qualified electrical worker</td>
<td>If work will be performed within the &lt;strong&gt;arc flash protection boundary or limited approach boundary&lt;/strong&gt;, performs zero voltage verification (ZVV) (see Control of Hazardous Energy: Zero Voltage Verification Procedure) &lt;br&gt;Note: wears appropriate PPE per the arc flash hazard label</td>
</tr>
<tr>
<td>11.</td>
<td>Authorized worker</td>
<td>Proceeds with servicing or maintenance work &lt;br&gt;&lt;strong&gt;Note: the worker in charge must control access to electrical equipment per the boundaries on the arc flash hazard label&lt;/strong&gt;</td>
</tr>
<tr>
<td>12.</td>
<td>Authorized worker</td>
<td>Returns equipment to service as described in Section 2.2, “Returning Equipment to Service”</td>
</tr>
</tbody>
</table>
2.2 Returning Equipment to Service

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Authorized worker</td>
<td>Checks the machine/equipment and surrounding area to ensure that non-essential objects have been removed, guards have been reinstalled, and that the machine/equipment is operationally intact</td>
</tr>
<tr>
<td>2.</td>
<td>Authorized worker</td>
<td>Verifies machine/equipment controls are in the NEUTRAL or OFF position</td>
</tr>
<tr>
<td>3.</td>
<td>Authorized worker</td>
<td>Verifies that all affected workers and other authorized workers are out of harm’s way</td>
</tr>
<tr>
<td>4.</td>
<td>Authorized worker</td>
<td>Removes locks and tags and prepares to restart the machine/equipment</td>
</tr>
<tr>
<td>5.</td>
<td>Authorized worker</td>
<td>Before restarting machinery/equipment, notifies affected workers and the equipment custodian, equipment owner, or system owner, as applicable, that work is complete, that locks and tags have been removed, and that normal operations may proceed</td>
</tr>
</tbody>
</table>

3 Forms

The following forms are required by this procedure:

- None

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- None

5 References

- SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)

  - Chapter 51, “Control of Hazardous Energy”
    - Control of Hazardous Energy: General Requirements (SLAC-I-730-0A10S-004)
    - Control of Hazardous Energy: Hazard Analysis Procedure (SLAC-I-730-0A10C-002)
    - Control of Hazardous Energy: Group Lockout Procedure (SLAC-I-730-0A10C-003)
    - Control of Hazardous Energy: Zero Voltage Verification Procedure (SLAC-I-730-0A10C-004)
Chapter 51: Control of Hazardous Energy

Group Lockout Procedure

1 Purpose

The purpose of this procedure is to prevent worker exposure to hazardous energy (such as from unexpected energization, start-up, or release of stored energy). It covers locking out a machine, equipment, or system for which any of the following conditions are met:

- Multiple energy sources
- Multiple crews
- Multiple crafts
- Multiple locations
- Multiple employers
- Multiple disconnecting means
- Particular sequences of operation are necessary to establish the locked out condition safely
- Work involves a shift change

Such lockouts are considered complex and may be performed only under this procedure or an equipment-specific lockout procedure (ELP) (see Control of Hazardous Energy: General Requirements). This procedure applies to workers, supervisors, and equipment custodians.

2 Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define the Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Work scope owner</td>
<td>Designates a lead authorized worker to be responsible for the group lockout</td>
</tr>
<tr>
<td></td>
<td>(manager, supervisor,</td>
<td>Note: when a group lockout is established by an operations group, the functions</td>
</tr>
<tr>
<td></td>
<td>project engineer, or</td>
<td>and responsibilities of the lead authorized worker are transferred to the operations</td>
</tr>
<tr>
<td></td>
<td>field construction</td>
<td>group. Operations group members involved with execution of the group lockout</td>
</tr>
<tr>
<td></td>
<td>manager)</td>
<td>must themselves be authorized workers.</td>
</tr>
</tbody>
</table>

Identify and Analyze Hazards and Develop and Implement Controls

| 2.   | Work scope owner        | Designates a competent person familiar with the equipment and work scope to |
|      |                         | prepare an energy isolation plan (EIP) and a second person to review it |

| 3.   | EIP author              | Identifies hazardous energy sources following Control of Hazardous Energy:    |
|      |                         | Hazard Analysis Procedure:                                                 |
### Step 4.
**EIP author** Develops the energy isolation plan (see Control of Hazardous Energy: Group Lockout Energy Isolation Plan Template [Excel](#))

### Step 5.
**EIP reviewer** Performs an independent review of the energy isolation plan

### Step 6.
**EIP author** Prepares a complex lockout permit (Control of Hazardous Energy: Complex Lockout Permit [Excel](#))

### Step 7.
**Lead authorized worker** Reviews energy isolation plan with knowledgeable individuals (may include the project manager, project engineer, electrical supervisor, subcontractor supervisor, safety inspectors, electrical safety officer, or other subject matter experts)

### Authorization and Release

8. **Lead authorized worker** Establishes permission and obtains release to remove equipment from service

9. **Lead authorized worker** Notifies affected workers before equipment shutdown

### Perform the Work within Controls

10. **Lead authorized worker** Locates each energy isolation device listed in the energy isolation plan

11. **Qualified electrical worker** Wears appropriate personal protective equipment (PPE) per the arc flash label for switching and ZVV (see Control of Hazardous Energy: Zero Voltage Verification Procedure)

12. **Qualified electrical worker** Assists the lead authorized worker with switching as needed to establish energy isolation

13. **Authorized worker** Assists the lead authorized worker with equipment operation as needed to establish energy isolation

14. **Lead authorized worker**
   - Places/verifies each energy isolation device in the required LOTO position
   - Applies personal red lockout lock and tag (lead authorized worker) or operations lock and tag (operations group) to each isolation device (each tag must call out the unique ID assigned to the group lockout)
   - Signs off each point on the energy isolation plan as locks are placed
   - Places the key for each lock in the group lockbox
   - Performs or witnesses each verification of zero energy or verification of non-operation, and each release of stored energy. For electrical equipment with viewing window, verifies all blades are fully open. Switchgear-type breakers should be open and racked out.
   - Signs off each verification of zero energy or verification of non-operation

15. **Qualified electrical worker**
   - Assists the lead authorized worker in establishing an electrically safe condition by performing ZVV as listed in the energy isolation plan
<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>Lead authorized worker or qualified electrical worker</td>
<td>Signs off each ZVV step on the energy isolation plan</td>
</tr>
</tbody>
</table>
| 17.  | Lead authorized worker | When all energy isolation plan steps are complete applies a personal red lockout lock and tag on the group lockbox. This **group lockout master lock** is the first lock to be applied on the group lockbox and the lock must stay in place for the duration of work.  
*Note: the lead authorized worker must be the first to lock on, and the last to lock off, the energy isolating devices or group lockbox, with the following two exceptions: 1) authorized workers may lock on to the energy isolating devices or group lockbox to perform activities associated with establishing the lockout, such as zero voltage verification; 2) an administrative lock and tag may be applied to the energy isolating devices or group lockbox for the purpose of configuration control. Whenever an administrative lock and tag is used, the lead authorized worker retains responsibility for the integrity of the lockout, including re-verifying proper energy isolation if necessary prior to placing the master lock on the group lockbox. For either exception, no work may be performed under the lockout until the lockout is complete.*  
- Signs Section 2 of the complex lockout permit indicating that the group lockout is complete and the system is safe to work |
| 18.  | Authorized worker | Informs the lead authorized worker of intent to lock on to the group lockout  
- Reviews the energy isolation plan, including associated drawings and/or sketches  
- Walks down all energy isolation points to verify proper lockout (optional)  
- Verifies all energy isolation plan steps are complete and signed off  
- Verifies lead authorized worker approval in Section 2 of the complex lockout permit  
- Verifies lead authorized worker master lock and tag is applied to the group lockbox  
- Subcontractor: verifies is authorized by supervisor to lock on to the lockout  
- Applies a personal lockout lock and tag to the group lockbox. Each worker must apply his or her own personal LOTO lock. Never rely on another worker’s lock.  
- Re-verifies personal lock on lockbox at the beginning of each shift.  
*Important: authorized workers must complete this step each time they lock on.* |
| 19.  | Lead authorized worker | Coordinates multiple work groups under group lockout  
*For work across multiple shifts* a lead authorized worker must be designated for each shift. All authorized workers on shift must be informed of this designation. Oncoming lead authorized workers must apply their own lock(s) to the energy isolating devices or, if used, the group lockbox. The off-going lead authorized worker will communicate with the oncoming lead authorized worker to ensure proper coordination of work scopes and work groups across multiple shifts. Oncoming lead authorized workers must stay locked on the energy isolating devices or, if used, the group lockbox until work on their shift has been discontinued, or until their lead duties have been transferred to another lead |
Step | Person | Action
--- | --- | ---
| | authorized worker. |
| 20. | Authorized worker | **Performs work under group lockout**<br>**Restricts equipment access in accordance with the arc-flash label(s) whenever there are exposed electrical parts**<br>*Important: the worker in charge must control access to electrical equipment per the boundaries on the arc flash label.*
| 21. | Authorized worker | **Upon completion of work informs the lead authorized worker of intent to lock off**<br>**Signs off the complex lockout permit**<br>**Removes personal red lockout lock and tag from the group lockbox**<br>*Note: to lock back on repeats Step 18.*
| 22. | Lead authorized worker | **Upon completion of work verifies all authorized workers have signed off the complex lockout permit and all authorized worker locks and tags have been removed**
| 23. | Lead authorized worker | **Checks the machine/equipment and surrounding area to ensure that non-essential objects have been removed, guards have been reinstalled, and that the machine/equipment is operationally intact**
| 24. | Lead authorized worker | **Verifies machine/equipment controls are in the NEUTRAL or OFF position**
| 25. | Lead authorized worker | **Verifies that all affected workers and other authorized workers are out of harm’s way**
| 26. | Lead authorized worker | **Removes group lockout master lock and tag from the group lockbox**<br>*Note: at this time the group lockout is no longer in effect.*
| 27. | Lead authorized worker | **Removes personal red lockout locks from each energy isolation device in the reverse sequence from which they were installed**<br>*Important: if alternate sequencing is desired then a job-specific restoration plan must be prepared by a competent person who is familiar with the equipment and work scope.*
| 28. | Lead authorized worker | **Before restarting machinery/equipment, notifies either affected workers that work is complete and that locks and tags have been removed or the equipment custodian, equipment owner, or system owner that the lockout is complete and that normal operations may proceed**

### 3 Forms

The following are recommend templates. Equivalent forms may be used:

- Control of Hazardous Energy: Complex Lockout Permit (SLAC-I-730-0A10J-006) Excel. Documents required sign on and sign off for complex LOTO.
4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- The first line supervisor or manager in charge of the work or operations group leader should retain the group lockout forms (energy isolation plan and complex lockout permit) for at least 12 months.

5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)

- Chapter 51, “Control of Hazardous Energy”
  - Control of Hazardous Energy: General Requirements (SLAC-I-730-0A10S-004)
  - Control of Hazardous Energy: Hazard Analysis Procedure (SLAC-I-730-0A10C-002)
  - Control of Hazardous Energy: General Lockout Procedure (SLAC-I-730-0A10C-003)
  - Control of Hazardous Energy: Zero Voltage Verification Procedure (SLAC-I-730-0A10C-004)
## SECTION 1 -- LOTO IDENTIFICATION

**LOTO ID:** 
**LOTO PURPOSE:** 
**DATE:** 
**LOCATION/EQUIPMENT:** 
**LEAD AUTHORIZED WORKER or OPERATIONS GROUP:** 
**SUBCONTRACTOR(S):**

## SECTION 2 -- LOCK and TAG PLACEMENT, ZERO ENERGY VERIFICATION, VERIFICATION OF NON-OPERATION, GROUNDING (AS APPLICABLE)

<table>
<thead>
<tr>
<th>ENERGY ISOLATION POINT NO. (STEP NO.)</th>
<th>ENERGY ISOLATION DEVICE/EQUIPMENT IDs</th>
<th>ZERO VOLTAGE VERIFICATION or VERIFICATION OF NON-OPERATION test points</th>
<th>LOCATION OF GROUNDS</th>
<th>MASTER LOCK ON GROUP LOCKBOX (always the last step in the Energy Isolation Plan)</th>
<th>LOTO STATE OR POSITION</th>
<th>PERFORMED or WITNESSED BY</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

## SECTION 3 -- ENERGY ISOLATION PLAN APPROVAL

**Prepared By:** 
**Date:** 
**Reviewed By:** 
**Date:**
### COMPLEX LOCKOUT PERMIT

**FOR ELPs AND GROUP LOCKOUT/TAGOUT**

**SECTION 1 -- REFERENCE INFORMATION**

- **LOTID or Equipment-Specific Lockout/Tagout Procedure ID:**

**SECTION 2 -- LEAD AUTHORIZED WORKER AND CONTRACTOR SUPERVISOR(S) - SIGN WHEN ENERGY ISOLATION IS COMPLETE, AND LOTO IS READY FOR AUTHORIZED WORKER SIGN ON**

- **LEAD AUTHORIZED WORKER**
  - Operations Group:
  - **CONTRACTOR SUPV:**
  - Print name, sign, and company name

**SECTION 3 -- SLAC AUTHORIZED WORKER SIGN-ON AND SIGN OFF**

- **AUTHORIZED WORKER SIGN ON**
  - Date / Time
  - Authorized Worker Sign On
  - Date / Time
  - Authorized Worker Sign Off

**AUTHORIZED WORKER SIGN ON**

<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Authorized Worker Sign On</th>
<th>Date / Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**AUTHORIZED WORKER SIGN OFF**

<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Authorized Worker Sign Off</th>
<th>Date / Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**SECTION 4 -- CONTRACTOR AUTHORIZED WORKER SIGN-ON AND SIGN OFF**

- **AUTHORIZED WORKER SIGN ON**
  - Date / Time
  - Authorized Worker Sign On
  - Date / Time
  - Authorized Worker Sign Off

**AUTHORIZED WORKER SIGN ON**

<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Authorized Worker Sign On</th>
<th>Date / Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**AUTHORIZED WORKER SIGN OFF**

<table>
<thead>
<tr>
<th>Date / Time</th>
<th>Authorized Worker Sign Off</th>
<th>Date / Time</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Chapter 51: Control of Hazardous Energy

Equipment-specific Lockout Procedure (ELP) Template

This equipment-specific lockout procedure (ELP) template meets SLAC Control of Hazardous Energy (CoHE) program requirements for an ELP. SLAC groups who develop their own ELP template must meet specifications set forth in Control of Hazardous Energy: General Requirements.

Note Only one ELP is required for identical equipment set up in an identical configuration.

The template includes the following required sections:

- Approvals page (includes names of author, reviewer, approver, and inspector who revalidates)
- Section A: Procedure Purpose
- Section B: Equipment Description
- Section C: Hazardous Energy Schematic Showing Isolation Points
- Section D: Hazardous Energy Assessment
- Section E: Preparation and Notification
- Section F: Steps for Controlling Hazardous Energy Identified in Section D
- Section G: Steps to Return to Service
- Section H: Designated Authorized Workers
- Section I: ELP Permit

To use this template to create an ELP

1. Save the file to your workspace, renaming it
2. Edit the following document properties (in Word 2003, File>Properties; in Word 2007, File>Prepare>Properties>Document Properties) (Title is under the Summary tab, rest under Custom; to edit Custom properties, click on the name then edit in the Value box):
   1. Title to that of the procedure; include the name of the equipment and location (“ELP for xxx”)
   2. Office to the name of your organizational unit
   3. SLACDocNum and SLALRevNum to the document and revision numbers used by your organization. If you do not know about these, leave as is.
   4. DatePublished and DateEffective to the dates the revision of your procedure is published, and becomes effective
3. Delete ProductID, RevisionID, and URL from the top of this page
4. Update the fields (Ctrl-A, F9), then preview the file (in Word 2003, File>Print Preview, in Word 2007, File>Print>Print Preview); this updates the headers and footers

E-mail ESH Publishing (eshpubs@slac.stanford.edu) if you need help.
Author

Equipment custodian or designee (name and title) ____________________________ Date ____________________________

Validation by lead reviewer
I have implemented this procedure in its entirety and found it to be complete, accurate, and clear.

Maintenance tech/worker (name and title) ____________________________ Date ____________________________

This document has been reviewed and approved by

Department supervisor/manager (name and title) ____________________________ Date ____________________________

Additional reviewer (name and title) ____________________________ Date ____________________________

Additional reviewer (name and title) ____________________________ Date ____________________________

Annual ELP Re-validation

☐ ELP is correct and adequate.
☐ ELP is corrected as marked. I will forward corrections to the equipment custodian at the conclusion of the inspection.

Authorized inspector (name and title) ____________________________ Date ____________________________

☐ ELP is correct and adequate.
☐ ELP is corrected as marked. I will forward corrections to the equipment custodian at the conclusion of the inspection.

Authorized inspector (name and title) ____________________________ Date ____________________________

☐ ELP is correct and adequate.
☐ ELP is corrected as marked. I will forward corrections to the equipment custodian at the conclusion of the inspection.

Authorized inspector (name and title) ____________________________ Date ____________________________
A. Procedure Purpose

The purpose of this procedure is to identify all hazardous energies and hazardous energy isolation points and list all required steps to safely shut equipment down and return it to service after work is completed. Failure to follow this lockout procedure may result in injury to personnel or damage to equipment and may result in severe disciplinary action, including termination.

B. Equipment Description

| Equipment description: (equipment name) |
| Property control numbers (PC #s): (Asset #) | Equipment custodian/ procedure owner: |
| Equipment location: |

Sample form, see url at top of page

( insert photo of equipment and any useful exterior diagrams of controls )
C. Hazardous Energy Schematic Showing Isolation Points

(insert schematic showing energy isolation systems/points.)
### D. Hazardous Energy Assessment

Evaluate the equipment for all hazardous potential energy sources in accordance with the Hazard Analysis Procedure, and check the left hand box if present. For each, describe the type and magnitude/type, danger zone (the part(s) of the equipment where the energy is found), and isolation points. Insert additional rows as needed to completely describe all sources to be controlled.

Note: describe in Section F how to control each identified hazardous energy source.

<table>
<thead>
<tr>
<th>Types of Energy</th>
<th>Type / Magnitude</th>
<th>Danger Zone</th>
<th>Isolation Point(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemical:</td>
<td>explosion, pressure, extreme heat, fire, corrosive, reactive, oxidizer, toxic, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required:</td>
<td>Consult an ES&amp;H subject matter expert.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pressure:</td>
<td>hydraulic, pneumatic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacuum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical:</td>
<td>capable of crushing, pinching, cutting, snagging, striking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thermal:</td>
<td>high temperature-surface temperature, hot liquids, steam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thermal, cryogenic:</td>
<td>super cold surface or cryogenic liquid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiation, ionizing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiation, non-ionizing:</td>
<td>ultra-violet, infra-red, RF/Microwave, laser, magnetic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stored energy:</td>
<td>flywheel, springs, differences in elevation, capacitors, batteries, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency power:</td>
<td>does equipment maintain an emergency power/ uninterrupted power supply?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>describe</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## E. Preparation and Notification

1. If required by the equipment owner or equipment custodian, identify which authorized workers are pre-approved to implement this procedure. Record in Section H.

2. Notify
   Before starting work, notify the equipment custodian and all affected workers of the lockout.
   Also notify the equipment custodian(s) of any associated or affected equipment.

3. Shut down equipment
   (describe steps to safely shutdown equipment)
   (provide photos to demonstrate shutdown devices)

4. Test equipment (if required)
   If any equipment testing will be required during or after service and/or maintenance, describe how it will be achieved in a safe manner.

   Important: zero energy verification (ZEV) is required if equipment will be locked and tagged after testing.

## F. Steps for Controlling Hazardous Energy Identified in D

Important: work that could expose the worker to electrical conductors or circuit parts (by entering a shock protection boundary) must be performed by a worker who has completed required training for zero voltage verification (ZVV) as described in Control of Hazardous Energy: Zero Voltage Verification Procedure (SLAC-I-730-0A10C-004).

<table>
<thead>
<tr>
<th>Energy source description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Isolate:</td>
</tr>
<tr>
<td>Control:</td>
</tr>
<tr>
<td>Dissipation:</td>
</tr>
<tr>
<td>Verify zero energy state appropriate to the type of hazardous energy involved:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Energy source description:</th>
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</thead>
<tbody>
<tr>
<td>Isolate:</td>
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<tr>
<td>Control:</td>
</tr>
<tr>
<td>Dissipation:</td>
</tr>
<tr>
<td>Verify zero energy state appropriate to the type of hazardous energy involved:</td>
</tr>
</tbody>
</table>

(Add as many rows as necessary to list all energy sources identified in D.)
## G. Steps to Return to Service

1. Verify equipment and area is clear of tools, workers, equipment, materials, and debris.

2. Unlock and remove any blocking devices; remove linkages.

3. Reposition any safety devices, guards, interlocks.

4. Warn workers to stay clear of area.

5. Remove all locks and tags for energy control points.

6. Verify affected areas are clear of personnel.

7. Re-energize the equipment. Note: be certain to consider effects of re-energization on all systems downstream of energy source.

8. Notify supervisor when work is complete.

9. If you find any errors in this procedure, or have suggestions on how to improve it, provide your comments to the equipment custodian.

## H. Designated Authorized Workers

*(Equipment custodian completes.)*

- This section is not applicable. Any authorized worker may implement this ELP.
- Only the authorized workers listed below are permitted to implement this ELP.

<table>
<thead>
<tr>
<th>Authorized worker</th>
<th>Equipment custodian or designee</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(printed name and signature)</em></td>
<td><em>(printed name, signature, and date)</em></td>
</tr>
</tbody>
</table>
## I. ELP Permit

The lead authorized worker signature indicates that the lockout is complete and the system is safe for work.

Continuity of protection: The lead authorized worker must lock on and sign on before start of any work under this ELP, and must stay locked on until all work is complete and all authorized workers have locked off and signed off. If a group lockbox is used, the lead authorized worker must apply a group lockout master lock to the group lockbox. The group lockout master lock is applied before start of any work, and must remain locked on until all work is complete and all authorized workers have locked off.

If necessary, lead authorized worker duties may be reassigned to another authorized worker. All workers performing work under this ELP must be informed of the reassignment.

<table>
<thead>
<tr>
<th>Lead authorized worker(s)</th>
<th>Lock on (signature and date)</th>
<th>Lock off (signature and date)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorized worker(s)</th>
<th>Lock on (signature and date)</th>
<th>Lock off (signature and date)</th>
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</thead>
<tbody>
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</table>
Chapter 51: Control of Hazardous Energy

Zero Voltage Verification Procedure

Product ID: 444 | Revision ID: 1355 | Date published: 1 August 2011 | Date effective: 1 November 2011
URL: http://www-group.slac.stanford.edu/esh/eshmanual/references/coheProcedZVV.pdf

1 Purpose

The purpose of this procedure is to place equipment in an electrically safe work condition in accordance with National Fire Protection Association (NFPA) 70E, “Standard for Electrical Safety in the Workplace” (NFPA 70E). It covers zero voltage verification (ZVV) when a lockout is being performed; it must be followed in all cases in which an electrical hazard exists and the equipment or system must be de-energized and locked out before work is performed. It applies to workers.

Workers who perform ZVV must have met the training requirements in Chapter 51, “Control of Hazardous Energy”, and be able to

- Distinguish exposed live parts of electrical equipment
- Determine the nominal voltage of exposed live parts
- Know the clearance distances specified in NFPA 70E
- Recognize and avoid electrical hazards associated with electrical equipment and work methods

In most instances, verifying zero voltage/energy involves crossing the arc flash protection boundary and limited approach boundary of exposed electrical parts. A special work plan or an energized electrical work permit is not required as long as proper safe work practices and personnel protective equipment (PPE) are used and no physical work is performed. (See Chapter 8, “Electrical Safety”.)

2 Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Authorized worker</td>
<td>Before beginning service and maintenance tasks under a lockout procedure, requests zero voltage verification</td>
</tr>
<tr>
<td>2.</td>
<td>Qualified electrical worker</td>
<td>Identifies electrical hazards and required controls</td>
</tr>
<tr>
<td></td>
<td>- Determines all electrical energy sources</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- If non-electrical hazardous energies are present, coordinates with an authorized worker to ensure they are identified</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Conducts a field survey to verify the accuracy of the documentation and correct any discrepancies</td>
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<td></td>
<td>- Reads all arc flash and other warning labels posted on the equipment</td>
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<tr>
<td></td>
<td>- Gathers all test meters and test voltage sources</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Dons the personal protective equipment (PPE) stipulated on the arc flash</td>
<td></td>
</tr>
</tbody>
</table>
### Step 3: Hazard Identification

<table>
<thead>
<tr>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized worker</td>
<td>Notifies all affected persons of the intent to de-energize the equipment</td>
</tr>
</tbody>
</table>

### Step 4: De-energization

<table>
<thead>
<tr>
<th>Person (Authorized worker and qualified electrical worker)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>De-energizes the equipment</td>
</tr>
<tr>
<td></td>
<td>Note: only SLAC qualified electrical workers may perform switching of electrical equipment.</td>
</tr>
<tr>
<td></td>
<td>- Wears appropriate PPE for the arc flash and voltage hazards as indicated on the warning and danger labels</td>
</tr>
<tr>
<td></td>
<td>- Turns equipment off. Opens the energy disconnect / isolation device. Equipment with viewing window: verifies all blades are fully open. Attempts to operate the equipment.</td>
</tr>
<tr>
<td></td>
<td>- Once it is determined that equipment will not operate, locks and tags all energy isolating / disconnect devices following the appropriate lockout/tagout procedure</td>
</tr>
<tr>
<td></td>
<td>- Discharges and grounds all energy storage components</td>
</tr>
<tr>
<td></td>
<td>The equipment is now de-energized but not yet in an electrically safe condition.</td>
</tr>
</tbody>
</table>

### Step 5: Zero Voltage Verification

<table>
<thead>
<tr>
<th>Person (Qualified electrical worker)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Performs zero voltage verification using appropriately rated test meter(s)</td>
</tr>
<tr>
<td></td>
<td>- With a known good voltage source ensures the test meter is working</td>
</tr>
<tr>
<td></td>
<td>- Tests all phase conductors or exposed circuit parts from phase to ground and then from phase to phase</td>
</tr>
<tr>
<td></td>
<td>- Retests the test meter with the voltage source</td>
</tr>
<tr>
<td></td>
<td>The equipment is now in an electrically safe condition.</td>
</tr>
</tbody>
</table>

### 3 Forms

The following forms are required by this procedure:

- None

### 4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- None
5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)
- Chapter 51, “Control of Hazardous Energy”
  - Control of Hazardous Energy: General Requirements (SLAC-I-730-0A10S-004)
  - Control of Hazardous Energy: General Lockout Procedure (SLAC-I-730-0A10C-003)
  - Control of Hazardous Energy: Group Lockout Procedure (SLAC-I-730-0A10C-006)
- Chapter 8, “Electrical Safety”

Other Documents
- National Fire Protection Association (NFPA) 70E, “Standard for Electrical Safety in the Workplace” (NFPA 70E)
Chapter 51: Control of Hazardous Energy

Authorized Worker Certification Procedure

Product ID: 449 | Revision ID: 1358 | Date published: 1 August 2011 | Date effective: 1 November 2011
URL: http://www-group.slac.stanford.edu/esh/eshmanual/references/coheProcedWorkerCert157PRA.pdf

1 Purpose

The purpose of this procedure is 1) to ensure authorized workers are familiar with the SLAC Control of Hazardous Energy (CoHE) program and the assigned lockout procedure and 2) to ensure equipment-specific lockout procedures (ELPs) are adequate and up to date. Completing this procedure satisfies the ESH Course 157PRA, Lock and Tag Practical (ESH Course 157PRA), training requirement. This procedure covers certification of authorized workers and validation of ELPs. It applies to workers, supervisors, equipment custodians, LOTO inspectors, and ESH Training.

2 Procedure

A worker must complete this procedure before performing lock and tag at SLAC, then annually. Worker certification should coincide with an actual need to lock out equipment. If the equipment the worker normally locks out is not available at the time recertification is due, the worker can be recertified by using one of the following:

- Similar equipment using the general lockout procedure, group lockout procedure, or ELP, as assigned
- Verbal and simulated actions that demonstrate understanding and competence in carrying out the assigned lockout procedure. The LOTO training mockup in B003 may be used for this purpose.

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Supervisor</td>
<td>Initiates certification process by submitting a SLAC Training Assessment (STA) assignment</td>
</tr>
</tbody>
</table>
| 2.   | Supervisor | Completes Section 1 of the Control of Hazardous Energy: Authorized Worker Certification Form in order to
|      |        | - Authorize the worker certification
|      |        | - Name the inspector
|      |        | - Assign the lockout procedure to be carried out
|      |        | - Verify that the worker is current in ESH Course 157, Control of Hazardous Energy (ESH Course 157) (Check ESH Training Report) |
| 3.   | Supervisor | Schedules the observation with the inspector and ensures that the applicable procedure (or simulated method, if used) is available to the worker |
| 4.   | Worker | Views the required 18-minute NFPA video (see ESH Course 157PRA) |
| 5.   | Worker | Reviews the assigned lockout procedure |
### Chapter 51 | Authorized Worker Certification Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Worker</td>
<td>Demonstrates to the inspector that</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ He or she understands the assigned lockout/tagout procedure by carrying it out</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ He is familiar with the SLAC CoHE program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ The assigned personal lock has only one key</td>
</tr>
<tr>
<td>7.</td>
<td>Inspector</td>
<td>ELP only: reviews ELP for accuracy and revalidates or sends redlined copy to equipment custodian for corrections</td>
</tr>
<tr>
<td>8.</td>
<td>Worker</td>
<td>Completes Section 3 of the certification form</td>
</tr>
<tr>
<td>9.</td>
<td>Inspector</td>
<td>Completes Section 4 of the certification form</td>
</tr>
<tr>
<td>10.</td>
<td>Inspector</td>
<td>Reports results by routing completed certification form as follows:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Mails original certification form to the ESH Training Department, M/S 84</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Mails a copy of the certification form to the supervisor and the worker</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ ELP only: mails any corrections to the equipment custodian</td>
</tr>
<tr>
<td>11.</td>
<td>Equipment custodian</td>
<td>ELP only: updates the ELP to incorporate inspector’s redlines and resolves any discrepancies. Retains a record copy.</td>
</tr>
<tr>
<td>12.</td>
<td>ESH Training Department</td>
<td>▪ Credits the worker for having successfully completed ESH 157PRA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Keeps the original signed certification form on file</td>
</tr>
</tbody>
</table>

### 3 Forms

The following forms are required by this procedure:
- [Control of Hazardous Energy: Authorized Worker Certification Form](SLAC-I-730-0A10J-004). Form for documenting authorized worker certification and equipment-specific lockout procedure validation

### 4 Recordkeeping

The following recordkeeping requirements apply for this procedure:
- The inspector ensures that the original completed certification form is mailed to ESH Training and copies to the supervisor and the worker and that any. ESH Training maintains the original.
- The inspector mails any corrections to the equipment custodian, who incorporates the changes and maintains a record copy.

### 5 References

- [SLAC Environment, Safety, and Health Manual](SLAC-I-720-0A29Z-001)
  - Chapter 51, “Control of Hazardous Energy”
    - [Control of Hazardous Energy: General Requirements](SLAC-I-730-0A10S-004)
Other SLAC Documents

- SLAC Training Assessment (STA)
- ESH Training Report
- ESH Course 157, Control of Hazardous Energy (ESH Course 157)
- ESH Course 157PRA, Lock and Tag Practical (ESH Course 157PRA)
Chapter 51: Control of Hazardous Energy
Authorized Worker Certification Form

Product ID: 450 | Revision ID: 1359 | Date Published: 1 August 2011 | Date Effective: 1 November 2011
URL: http://www-group.slac.stanford.edu/esh/eshmanual/references/coheFormWorkerCert157PRA.pdf

Use this form to document completion of the Control of Hazardous Energy: Authorized Worker Certification Procedure

Section 1: Supervisor’s Authorization to Certify Worker (supervisor: complete, sign, and date)
This is to confirm that ___________________________________________ (print worker’s name)
☐ Is current in ESH Course 157, Control of Hazardous Energy (ESH Course 157)
☐ Is hereby authorized to be observed performing the lockout procedure specified in Section 2
And that ___________________________________________ (print inspector’s name) is authorized to evaluate this worker.
Name: ___________________________________________ (print) Date: __________
Signature: ___________________________ Phone number: ___________________________
Dept / group: ___________________________ Mailstop: ___________________________

Section 2: Equipment and LOTO Procedure Description (supervisor: complete)
Equipment description: ___________________________ Location: ___________________________
Procedure type (check one): ☐ General ☐ Equipment-specific (ELP) ☐ Group
If ELP, title / number: ___________________________
Dept / group responsible for ELP: ___________________________

Section 3: Worker’s Acceptance of Responsibility (worker: initial applicable boxes, sign, and date)
☐ I have viewed the computer-based 18-minute NFPA 70E video (ESH Course 157PRA).
☐ I understand my roles and responsibilities under SLAC’s Control of Hazardous Energy (CoHE) program, and I understand that work assignments must be authorized by my supervisor and released by a building or area manager before work can be performed.
☐ My personal lock(s) has only one key.
Signature: ___________________________ Phone number: ___________________________
Dept / group: ___________________________ Mailstop: ___________________________

Section 4: Inspector’s Statement (inspector: initial applicable boxes, sign, and date)
☐ I am a SLAC CoHE authorized worker.
☐ Through discussion, the worker demonstrated awareness of responsibilities under LOTO, is familiar with SLAC’s CoHE program, and understands that work assignments must be authorized and released before they are performed.
☐ The worker was able to follow the assigned procedure and successfully perform the lockout.
If worker is performing an ELP, indicate applicable ELP status (check one) and follow additional instructions.
☐ ELP is correct and has been revalidated in the past 12 months.
☐ ELP is correct but has not been revalidated in past 12 months. (sign the ELP cover page to revalidate and mail to equipment custodian)
☐ ELP is incorrect. (mail redlined copy to equipment custodian)
Signature: ___________________________ Phone number: ___________________________
Dept / group: ___________________________ Mailstop: ___________________________

Inspector: mail original of this form to ESH Training, M/S 84, and a copy to supervisor and worker.
2 Group Lockout Energy Isolation Tag

Follow these steps to create a group lockout energy isolation tag:

1. Type your identifying information into the text boxes. The minimum required information is worker name and contact information or operations group name and contact information, and group lockout ID. ELP ID is optional.

2. Include an explicit warning such as DO NOT OPERATE, DO NOT START, DO NOT ENERGIZE or similar wording.

3. Print the tag in color, fold, cut, and laminate. Use a hole punch to make a hole as indicated. Slip the lock through this hole when using the tag.
3 Group Lockout Master Tag

Follow these steps to create a group lockout master tag:

1. Type your identifying information into the text boxes. The minimum required information is worker name and contact information or operations group name and contact information, and group lockout ID. ELP ID is optional.
2. Include an explicit warning such as DO NOT OPERATE, DO NOT START, DO NOT ENERGIZE or similar wording.
3. Print the tag in color, fold, cut, and, laminate. Use a hole punch to make a hole as indicated. Slip the lock through this hole when using the tag.

---

**DO NOT OPERATE**

Group Lockout Master Lock

**DO NOT REMOVE THIS TAG**

Group Lockout Master Lock

**SEE OTHER SIDE**
Chapter 51: Control of Hazardous Energy
Tag Templates

Product ID: 448 | Revision ID: 1357 | Date Published: 1 August 2011 | Date Effective: 1 November 2011
URL: http://www-group.slac.stanford.edu/esh/eshmanual/references/coheTemplateTag.doc

These tag templates meet federal Occupational Safety and Health Administration (OSHA) requirements for uniformity. For additional information on lockout/tagout equipment and how to attach a tag, see Control of Hazardous Energy: General Requirements.

1 Personal Lockout Tag
Follow these steps to create a personal lockout tag:

1. Type your identifying information into the text boxes. The minimum required information is your name and contact information such as your four digit extension.
2. Optional: insert your online SLAC ID photo or other suitable identifying image. Size it to fit.
3. Include an explicit warning such as DO NOT OPERATE, DO NOT START, DO NOT ENERGIZE or similar wording.
4. Print the tag in color, fold, cut, and, laminate. Use a hole punch to make a hole as indicated. Slip the lock through this hole when using the tag.
4 Administrative Control Tag

Follow these steps to create an administrative control tag:

1. Type your identifying information into the text boxes. The minimum required information is worker name and contact information or operations group name and contact information. Optional information includes the equipment id, reason for lockout, and date the lock was applied.

2. Print the tag in color, fold, cut, and laminate. Use a hole punch to make a hole as indicated. Slip the lock through this hole when using the tag.

Sample form, see url at top of page
Chapter 51: **Control of Hazardous Energy**

Alternative Authorization for Removing Locks and Tags Form

The purpose of this form is to attain authorization to remove a personal red lock and tag intended to control hazardous energy if the person who applied it is not available and is unable to return to site.

**Note** This form does not apply to removing administrative locks and tags, which are neither red nor used for worker protection. An administrative lock or tag must be removed by one or more operations staff members who control the key(s).

<table>
<thead>
<tr>
<th><strong>Request</strong> (completed by requester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reasons/circumstances for removing lock/tag</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requester (authorized worker requesting removal of lock/tag)</th>
<th>Dept / group</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature Date requested

<table>
<thead>
<tr>
<th><strong>Lock/tag</strong> (completed by requester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner (authorized worker who applied lock, named on lock/tag)</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Location (building/room) Description of machinery, equipment, or system

Efforts made to confirm availability of owner (completed by requester or authorizing supervisor)

<table>
<thead>
<tr>
<th><strong>Authorization</strong> (completed by authorizing supervisor or by requester if approval by telephone)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorizing supervisor (supervisor or manager of employee whose lock is to be removed)</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Signature Date approved

<table>
<thead>
<tr>
<th><strong>Closeout</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date lock/tag removed (completed by requester) Requester initial</td>
</tr>
<tr>
<td>-------------------------------------------------------------------</td>
</tr>
<tr>
<td>Efforts made to inform lock owner that the personal lock/tag was removed (completed by authorizing supervisor) Authorizing supervisor initial</td>
</tr>
</tbody>
</table>

Authorizing supervisor to keep completed form for 12 months.