

LOCKOUT/TAGOUT PROGRAM ELEMENTS

The lockout/tagout (LOTO) standard applies to general industry employment and covers the servicing and maintenance of machines and equipment in which the unexpected start-up or the release of stored energy could cause injury to employees. If hazards can be controlled by unplugging the equipment from the energy source and the plug is under the exclusive control of the employee performing the service and/or maintenance the standard does not apply.

An example of a statement of LOTO requirements follows:

During servicing or other maintenance operations of machines or equipment which cannot be unplugged or where there is the potential for stored energy which might be released during such work there are specific procedures which must be followed. Workers engaged in these operations are covered by this program when any of the following conditions occur:

The employee must either remove or bypass machine guards or other safety devices resulting in exposure to hazards at the point of operations;

The employee is required to place any part of his or her body in contact with the point of operation of the operational machine or piece of equipment; or

The employee is required to place any part of his or her body into a danger zone associated with a machine operating cycle.

Energy Control Program (make job specific for your agency - minimum elements are listed for each section)

Energy Control Procedures

Statement on how procedure will be used;

Procedural steps needed to shut down, isolate, block, and secure machines or equipment;

Steps designating safe placement, removal, and transfer of LOTO devices and who has responsibility for them; and

Specific requirements for testing machines or equipment to determine and verify effectiveness of locks, tags and other energy control measures.

Employee Training Program

Types of employees (authorized, affected and other)

Discussion of initial training and retraining

Additional specific training when tags must be used instead of locks

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Periodic Inspection of Procedures

Description of periodic inspections (annually, at a minimum)

Certification of inspection

Lockout/Tagout Devices (description of devices and their uses)

Procedures for Removal of Locks/Tags

Additional Safety Requirements (discuss any additional safety requirements involving special circumstances)

References

Refer to 29CFR1910.147 for definitions and details of basic requirements. 1910.147 Appendix A follows.

29CFR1910.269 gives additional information for electric power generation, transmission and distribution.

29CFR1910.306 discusses specific purpose equipment and installations.

29CFR1910.333 is the standard for selection and use of work practices.

If your employees are involved in construction work, 29CFR1926.417 has requirements for lockout and tagging of circuits and 29CFR1926.702 contains requirements for equipment and tools.