



Energy Control Procedure

Department:	
Prepared by:	Date:
Approved by:	Date:
Purpose	
To safeguard employees from unexpected energizing or startup of machinery and equipment, or the release of hazardous energy during service or maintenance of the equipment.	
Scope	
This procedure shall be followed when performing service or maintenance on the following equipment.	
Building:	
Location:	
Equipment:	
Energy Sources/Hazards (Check all that apply and describe)	
<input type="checkbox"/>	Electrical:
<input type="checkbox"/>	Mechanical:
<input type="checkbox"/>	Pressurized (hydraulic, pneumatic, other):
<input type="checkbox"/>	Chemical:
<input type="checkbox"/>	Thermal:
<input type="checkbox"/>	Radiation (ionizing, non-ionizing):
Authorized Employees	
The following employees are authorized to implement this procedure (add additional pages if needed).	
1.	5.
2.	6.
3.	7.
4.	8.
Lockout Tagout Steps	
<input type="checkbox"/>	(1) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance. <i>List names(s)/job titles(s) of affected employees when implementing.</i>
<input type="checkbox"/>	(2) Review the type and magnitude of the energy sources involved with this machine or equipment with affected employees.
<input type="checkbox"/>	(3) If the machine or equipment is operating, shut it down by normal stopping procedure (depress the stop button, open switch, close valve, etc.). <i>List type(s) and location(s) of machine or equipment operating controls and how to shut down.</i>
<input type="checkbox"/>	(4) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

	<i>List type(s) and location(s) of energy isolating device(s) and how to secure them.</i>
<input type="checkbox"/>	(5) Place a lock and tag on the energy isolating device(s).
<input type="checkbox"/>	(6) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems and air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. <i>Describe type(s) of stored energy and methods to dissipate or restrain.</i>
<input type="checkbox"/>	(7) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate. <i>Describe method of verifying the isolation of the equipment.</i>
<input type="checkbox"/>	(8) The machine or equipment is now locked out.
Procedure to Restore Equipment to Service	
	When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.
<input type="checkbox"/>	(1) Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
<input type="checkbox"/>	(2) Check the work area to ensure that all employees are safely positioned or removed from the area.
<input type="checkbox"/>	(3) Verify that the controls are in neutral.
<input type="checkbox"/>	(4) Remove the lockout devices and reenergize the machine or equipment. Note: The removal of some forms of blocking may require reenergizing of the machine or equipment before safe removal.
<input type="checkbox"/>	(5) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.
<input type="checkbox"/>	(6) The machine or equipment is now back in service.