



DEPARTMENT OF ENVIRONMENTAL HEALTH AND SAFETY

Subject: Lockout/Tagout – Control of Hazardous Energy Sources

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SUMMARY: Employees require protection from unintended release of energy or machine motion that could cause injury during set up, adjustment, repair, service, installation, or maintenance work on equipment, machinery or processes. Employees must receive training, know safe work practice procedures, and have available protective equipment and devices to ensure their safety. This guide, along with Appendices [A](#) and [B](#) properly completed will provide departments with an effective written program for locking/tagging out hazardous energy sources.

SCOPE: This Guideline applies to all UM-Dearborn personnel, research and service units, involved in service and maintenance of machines and equipment in which the unexpected energization or start up, or release of stored energy could cause injury to employees. Outside contractor entry is addressed separately at the end of this Guideline.

GOVERNING REGULATIONS: The Control of Hazardous Energy (Lockout/Tagout) [29 CFR Part 1910.147](#); and [MIOSHA General Industry Standard, Part 85 \(Rule 408.18501\)](#).

For situations involving confined spaces, refer to the [“Confined Space Entry” Guideline](#).

DEFINITIONS: *Affected Employees* – an employee whose job requires them to operate or use equipment on which service or maintenance is being performed, or whose job requires them to work in an area in which such service is be performed.

Authorized Employee – an employee who locks or implements a lockout/tagout procedure on equipment or processes to perform maintenance or service.

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

Energy Isolating Devices – a physical device that prevents the transmission or release of energy including but not limited to the following: a manually operated electrical circuit breaker, disconnect switch, manually operated switch, slide gate, slip blind, line valve and

similar devices with a visible indication of the position of the device.
Note: push buttons, selector switches, and other circuit type devices are not energy isolating devices.

Energy Sources – energy is defined as movement or the possibility of movement. Potential sources are electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and gravitational.

High Voltage Electrical Equipment – equipment used for power transmission and distribution.

Hot Tap – a procedure used in the repair, maintenance, and service activities that involves welding on a piece of equipment (pipeline, vessels, or tanks) under pressure, in order to install connections of appurtenances.

Lockout – 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 operated until the lockout device is removed.

Lockout Device – a device that uses a lock and key to hold an energy isolating device in a safe position and prevents the inadvertent energizing of equipment for the purpose of protecting personnel.

Qualified Employee – those who have had training in avoiding electrical shock and are permitted to work on or near exposed energized electrical parts or to test circuits because they are familiar with the operation of the equipment and the hazards involved. All Qualified Persons are required to participate in an Electrical Safety Training for Qualified Persons class which will familiarize them with the MIOSHA Construction and General Industry standards, and the skills techniques and safety precautions required for doing work on exposed energized electrical parts. Contact the Department of Environmental Health and Safety (EHS) for further information regarding this training.

Service and/or Maintenance – workplace activities such as construction, installation, set up, adjustment, inspection, modification, maintenance and/or service of machines or equipment. These activities include lubricating, cleaning, or un-jamming machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

Tagout – the placement of a tagout device on an energy isolating device, in accordance with an established procedure, to indicate that the isolating

device and the equipment being controlled may not be operated until the tagout device is removed.

Tagout Device – a prominent warning device capable of being securely attached, which forbids the operation of an energy-isolating device, for the purpose of protecting personnel. The tag shall indicate the name of the authorized employee, the equipment or installation of the equipment affected, the date, the reason for tagout, and the estimated duration of down time.

RESPONSIBILITY: Deans, Directors, Department Heads

Designate and empower individuals who will be responsible for the preparation and implementation of your departmental lockout/tagout program.

Designated individuals should use this Guideline and [Appendix A](#) to develop a program specific to your department's needs.

Ensure an environment where principal investigators, supervisors and employees are encouraged to follow this Guideline.

Principal Investigators/Supervisors/Foremen/Managers

Train employees on the specific equipment they will be working with, how to properly de-energize and lock it out. Written lockout/tagout procedures should be available for employees should be available on each piece of equipment needing lockout.

Provide employees with locks, tags, and other equipment necessary under this Guideline.

Conduct inspections periodically to ensure the procedures outlined below are properly implemented.

Follow the Work~Connections procedures if there is an accident or injury. <http://www.umich.edu/~connect/forms.htm>.

Contact EHS to request technical assistance and to coordinate general training.

Employees

Comply with the procedures outlined in this Guideline and any other safety recommendations made by the supervisor when servicing or maintaining machines or equipment.

Conduct assigned tasks in a safe manner, wear appropriate personal protective equipment, and only use equipment for which they have been formally trained.

Report all deviations from this program, any job related injuries or illnesses, questions on health and safety, or any unsafe or unhealthy work conditions to their principal investigator/supervisor/manager.

Facilities Management/ Project Managers/ Department Hiring Contractors

Assure that contractors comply with all applicable state and federal regulations as per the General Standard Conditions and contract specifications.

Inform contractors of the UM-Dearborn Lockout/Tagout procedures where appropriate.

EHS

Review and revise the Lockout/Tagout Guideline, as necessary.

Assist in and evaluate departments implementing an effective program when requested.

Provide training regarding lockout/tagout requirements and procedures, the hazards associated with the release of hazardous energy, and the content of this Guideline.

At the departments request assist in developing and implementing an effective program in their workplace.

PROCEDURE: *I. General Requirements*

- A. The regulation requires that procedures be developed, documented, and utilized for the control of potentially hazardous energy when employees service and maintain machines and equipment. The goal is to give the worker a clear understanding and exclusive control over the energy sources, so that the accidental start up cannot occur. This Guideline provides the basis of required procedures, but must be supplemented with departmental procedures for each specific machine or equipment, unless the EXCEPTION below is met.

EXCEPTION: Employees are not required to document procedures for a particular machine or piece of equipment when **all** of the following elements exist:

1. The machine/equipment has no potential for stored energy or re-accumulation of stored energy after shutdown, which would endanger employees.
2. The machine/equipment has a single energy source that can be readily identified and isolated.
3. Isolation and locking out the energy source will completely de-energize the machine/equipment.
4. The machine/equipment is isolated from that energy source and is locked out during service or maintenance.
5. A single lockout device will achieve a locked out condition.
6. The lockout device is under the exclusive control of the authorized employee performing the service of maintenance.
7. The service or maintenance does not create hazards for other employees.
8. There have been no previous accidents involving the unexpected activation or re-energization of the machine/equipment being locked out/tagged out during service or maintenance using this exception.

If all eight conditions described above are not met for a particular machine/equipment, use [Appendix B](#) to document specific lockout/tagout procedures. As an alternative, a schematic may be used to identify all points of lockout.

B. Shutdown Procedures:

1. Notify the affected employee(s), supervisor(s), and administrator(s) of the affected areas before any piece of equipment or machine is shut down. In many cases, advance notice of the shutdown must be given and approval received from the affected employee(s).
2. Have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the correct lockout/tagout procedures, before shutting down a machine or piece of equipment.
3. Shut down the machine/equipment using the sequence of steps established for that piece of equipment. An orderly shutdown must be followed to avoid adding or increasing to the hazards of the equipment stoppage. Make sure that **all** energy-isolating devices (switches, circuit breakers, etc.) have been located and turned off or shut down.

C. Locking and/or Tagging:

1. The appropriate lockout/tagout devices are applied to the equipment by **each** authorized employee working on the equipment or process.

The authorized employee(s) must use lockout devices, unless the hazardous energy source cannot be locked out and the supervisor shows that tagout devices alone will provide the same level of protection. In this case, attach the tag at the same location that a lock device would have been attached. Where feasible, supplement each tag with additional safety measures, such as isolating circuit elements, blocking control switches, opening extra disconnect devices, or opening or closing a valve handle. Also see [paragraph D](#) below.

2. Lockout devices must meet the following:
 - a. hold the energy isolating device in a safe or “off” position;
 - b. be standardized in color, shape, or size;
 - c. be substantial enough to prevent removal without the use of excessive force (e.g., bolt cutters); and
 - d. be accompanied by a tagout device that identifies the employee applying the device.

D. Tagging Devices:

1. When only tagout devices are used, all affected employees will be trained on the following topics: the limitations of tags; that when a tag is not to be removed without consent of the person that attached it; and that a tagout device is never to be by-passed, ignored, or otherwise defeated.
2. Tags must be legible and understandable and attached in a manner that will clearly indicate the safe or “off” position.
3. Tags, and means of attachment, must be made of materials that will withstand the environmental conditions of the workplace.
4. Tags must be securely attached to energy isolating devices so they cannot be inadvertently or accidentally detached during use.

E. Release of Stored Energy and Verification of De-energization:

1. Following the application of lockout/tagout devices, all potentially hazardous stored or residual energy will be relieved, released,

disconnected, or otherwise rendered safe. The machine or equipment should be at a zero energy state.

2. Prior to working on equipment that has been locked or tagged out, verify isolation and de-energization of that machine by trying to activate the system.

F. Lockout/Tagout Device Removal:

1. Before lockout/tagout devices are removed:
 - a. Remove all non-essential items such as tools and materials from the work area.
 - b. Check that the equipment/machine components are operationally intact.
 - c. Ensure that all employees are at a safe distance from the affected machine or equipment.
 - d. Notify affected employees, supervisors, and administrators that equipment/machine/processes are going to have the lockout/tagout devices removed.
2. Only the authorized employee who placed the lock and tag on the machine or equipment will remove it.

EXCEPTION: If the authorized employee that applied the lockout/tagout device to the machine or equipment is not available to remove the lock/tag, the authorized employee's supervisor may remove the lockout/tagout device after:

- a. Verifying that the authorized employee is not at the facility;
- b. Making all reasonable efforts to contact the authorized employee to inform them that their lockout/tagout device is going to be removed; and
- c. Ensuring that the authorized employee who applied the device will be properly informed that the lockout/tagout has been removed, upon returning to work.

II. SPECIAL REQUIREMENTS

A. Group Lockout/Tagout

1. When service or maintenance on a machine or equipment will be conducted by more than one person, then group lockout/tagout devices will be used to provide protection to all authorized employees. Each authorized employee must have their own individual device as part of the group lockout/tagout device. Locks

will be applied to prevent the machine/equipment from being re-energized until all of the individual lockout/tagout devices of each authorized employee have been removed.

2. One of the authorized employees will be assigned primary responsibility for the entire group's lockout/tagout protection.
3. The authorized employee with primary responsibility shall be able to ascertain the exposure status of each individual authorized employee within the group, with regard to the locked out/tagged out equipment/machine. When more than one group of authorized employees are working on a machine or equipment, the authorized employee with primary responsibility must be able to coordinate between groups and ensure the continuity of protection for all authorized employees in each group.

B. Shift or Personnel Changes

When work on a locked out/tagged out machine or equipment continues through a change in authorized employees servicing and/or maintaining the machine or equipment, the authorized employees continuing to service or maintain the machine or equipment will apply their lockout/tagout devices prior to the removal of the lockout/tagout devices of the authorized employees ending their work. At no time will all lockout/tagout devices be removed from a machine or equipment without first implementing the removal procedures listed above.

C. Electrical Equipment

1. Energized parts to which an employee may be exposed shall be de-energized before the employee works on or near them, unless the supervisor approves and can demonstrate that de-energizing introduces additional or increased hazards, or is not feasible due to equipment design or operational limitations. Energized parts that operate at less than 50 volts to ground do not need to be de-energized, if there will be no increased exposure to electrical burns or to explosion due to electric arcs.
2. Only qualified employees are permitted to work on energized circuits/equipment. They must be familiar with the proper use of special precautionary techniques, personal protective equipment, insulating and shielding materials, and insulated tools. When work involves electrical equipment that could permit exposure 440 volts or greater, 2 qualified employees must work together.

3. When de-energizing electrical devices, the electrician conducting the work will:
 - a. Place lockout/tagout devices on the disconnecting means used to de-energize the equipment and circuits.
 - b. Test the circuit or equipment to ensure it is de-energized and that no energized condition exists as a result of feedback.

4. Before re-energizing, the qualified employee will ensure that all lockout removal procedures have been followed and that equipment-guarding panels are installed prior to removal of lockout/tagout devices.

D. High Voltage Equipment

In addition to the requirements in Section C above, the following steps must be taken when isolating high voltage electrical equipment:

1. The high voltage electrician shall write a step-by-step switching order. EXCEPTION: The switching order may be written by the high voltage foreman or omitted in the event of an emergency.

2. No one other than high voltage electricians will lockout/tagout or operate primary equipment, or remove lockout/tagout devices, up to and including secondary mains. EXCEPTIONS: The high voltage foreman may remove lockout/tagout devices and restore power after a thorough inspection is made to assure that no one will be exposed to hazardous energy when power is restored.

3. All high voltage switching shall be performed by at least two (2) high voltage electricians or one of the following:
 - a. one (1) high voltage electrician and their foreman;
 - b. a high voltage electrician and a non-high voltage electrician under direct supervision of a high voltage foreman; or
 - c. In the case of a secondary main shutdown, one (1) high voltage electrician and one (1) non-high voltage electrician.

E. Compressed Gases or Air

1. Compressed gas pressure systems will be included in this section and are required to be locked out/tagged out if pressures could result in unexpected movement of the equipment or components.

2. Equipment using air or other compressed gas must be equipped with a main line shut off valve capable of being locked out or tagged out in the “off” position.
3. Unless the compressed gas valve allows pressure release, a portion of the pipe shall be disconnected to allow pressure release if the trapped energy could create a possible hazard.
4. All compressed gas lines will be labeled.

F. Hydraulic Energy

Equipment using hydraulic pressure shall be locked out by placing the hydraulic pump motor electrical disconnect switch on “OFF” position, and applying a lockout/tagout device to the disconnect. Bleed off residual pressure in the piping system.

G. Gravity and Stored Energy

1. Regardless of the lockout/tagout procedure used, safety blocks or mechanical devices will be used to protect employees from any accidental equipment movement.
2. Bleed off, or otherwise dissipate, residual pressure in steam, air, gas, electrical, mechanical, and/or hydraulic systems.

III. OUTSIDE CONTRACTORS

Whenever outside contractors plan to engage in activities covered by the scope of this Guideline, the UM-Dearborn project representative and the outside contractor will inform each other of their lockout/tagout procedures for the job. They will both ensure their personnel understand and comply with any restrictions and prohibitions of the energy control procedures to be used.

[Appendix C](#) can be used to document compliance with this provision.

TECHNICAL SUPPORT:

Technical support is provided by the Facility Operations Call Center (593-5270). All referenced guidelines, regulations, and other documents are available through EHS.

REFERENCE DOCUMENTS:

[Confined Space Entry Guideline](#)
[MIOSHA Lockout Brochure](#)
[MIOSHA Lockout Poster](#)
[MIOSHA Lockout Sticker](#)

ATTACHMENTS: [Appendix A](#) - Example department specific Lockout/Tagout Program
[Appendix B](#) - Lockout/Tagout Procedure Form
[Appendix C](#) - Contractor Notification Form
[Appendix D](#) - Training & Outline Guide

APPENDIX A

USE THIS FORM TO DEVELOP DEPARTMENTAL SPECIFIC ELEMENTS OF YOUR LOCKOUT/TAGOUT PROGRAM. INSTRUCTIONS ARE ITALICIZED.

DEPARTMENT LOCKOUT/TAGOUT PROGRAM

This will serve as an appendix to the Lockout/Tagout Guideline outlining implementation issues specific to *(department name)*.

REQUIREMENT:

All employees conducting lockout/tagout procedures will follow the procedures described in the Lockout/Tagout Guide, including employee training.

IDENTIFICATION OF PERMIT-REQUIRED CONFINED SPACES:

See Appendix B for identified confined spaces and their potential safety and health hazards here.

LOCKOUT/TAGOUT DEVICES AND EQUIPMENT:

All lock and tag equipment will be stored at: *(specify storage location)*.

List above any additional information, such as individual assignment of equipment, equipment availability, or equipment sign-out, accountability, or inventory requirements.

RECORDS:

1. *(Name of person responsible for program)* is responsible for assuring that Lockout/tagout Procedures Forms are completed for each machine/equipment in this department. These forms are kept at *(specify location)*.
2. General training and record keeping of employees in this program is regulated by the EHS - Equipment *specific* training is conducted by the employee's supervisor, *(specify name)*, and training records are kept with the supervisor's department *(specify location of training)*.

Please contact EHS for assistance on training or any other specific aspects of this program. Refer to the Lockout/Tagout Training Guidelines developed specifically for department supervisors.

Appendix B
Lockout/Tagout Procedure Form

Use this form to list the lockout/tagout for all machines/equipment that require a written procedure.

DEPARTMENT: _____

MACHINE/EQUIPMENT: _____

1. Who should be notified of shut down (supervisor in area, affected employees, etc.):

2. State the shut down procedure. Identify each source of energy on the machine and how it is shut off: _____

3. Describe specific techniques for isolating, blocking, bleeding, etc., the energy sources on the machine: _____

4. Describe placement of lockout/tagout devices (diagrams may be useful): _____

5. Describe verification procedure that tests machine to assure it is locked out, and there is no residual energy stored (e.g. cycling of machine, release of store energy, etc.): _____

6. State specific lockout/tagout device removal and machine start-up procedure. General procedure: removal of all nonessential items from around the machine; inspection of machine to ensure it is operationally intact; safe clearance distance, if applicable; removal of lockout/tagout devices; notification to supervisor and affected employees of lockout/tagout removal and equipment start-up.

APPENDIX C
University of Michigan-Dearborn
Contractor Lockout/Tagout Notification Form

Project Identification: _____

Description of Work: _____

UM-Dearborn Project Representative:

UM-Dearborn Department:

Contractor Representative: _____

Contractor Company Name: _____

The contractor and UM-Dearborn representative have informed each other of their respective lockout/tagout procedures. A copy of the UM-Dearborn Lockout/Tagout Program has been made available to the contractor. The contractor and UM-Dearborn representative agree to ensure that their personnel understand and comply with any restrictions and prohibitions of the energy control procedures that will be in place during this project.

Contractor Representative Signature

Date

UM-Dearborn Representative Signature

Date

NOTE: This form is valid for the greater of one year or the duration of the contract/project unless contractor's lockout/tagout procedures change. If contractor's lockout/tagout procedures change, contractor will contact the UM-Dearborn representative to initiate completion of an updated form.

APPENDIX D
UNIVERSITY OF MICHIGAN-DEARBORN
Control of Hazardous Energy Sources
Training & Outline Guide for Facilities Management Outline

GOAL: To ensure the purpose and function of the University's Lockout/Tagout Program are understood.

OBJECTIVE: Employees will obtain the knowledge and skills required for safe application, usage, and removal of the energy controls.

TRAINING PROGRAM ELEMENTS:

- I. Review of University's written Lockout/Tagout Program
 - A. Scope and application
 - B. Responsibilities
 - C. Policy and procedures

- II. Video
 - A. Recognition of applicable hazard energy sources
 - B. Methods and means necessary for energy isolation, control and verification
 - C. Multiple lock procedures
 - D. Tags and limitations
 - E. Removal & start up procedures

- III. Test and Review (optional – use booklet in video package)

Materials to have available when training:

- Video can be borrow from EHS
- Locks and tags used by your department
- Copy of the Lockout/Tagout Guideline
- Sample Contractor Notification Form
- Sample Lockout/Tagout Identification form previously completed for machines serviced by your unit.

DISCUSSION POINTS

I. University Program – Highlights for discussion at training

A. Scope & Application:

This Program applies to: all personnel conducting maintenance activities such as adjusting, repairing, servicing, installing, or performing other maintenance work on any equipment, machinery or processes where there is a potential for unintended release of energy or machine motion that could cause injury.

Only employees who have received this training are considered “authorized employees” and are permitted to implement lockout/tagout procedures during these work operations.

Energy sources including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and gravitational.

B. Responsibilities:

Supervisors:

Train new employees and periodically instruct all employees on specific machine lockout/tagout procedures.

Effectively enforce compliance and ensure the necessary lockout/tagout devices are provided to employees.

Employees:

Follow procedures outlined in this Program, consult their supervisors as necessary, maintain locks and tags, report any accidents immediately.

C. Procedures:

General Procedures:

1. Notify appropriate personnel (maintenance mechanic, building manager, or other administrators in the affected area) before shut down.
2. Use specific sequence of steps developed for shut down, isolation and control of the machine/equipment, or as documented on the Lockout/Tagout Procedures Identification form.
3. **Lock will be used whenever possible.** If tagout system is used, the supervisor must show that tagout will provide the same level of protection and the authorized employees must be aware of the following limitations of tags:
 - a. They do not provide a physical restraint;
 - b. The tag must not be removed without authorization of the authorized person responsible for it;
 - c. Tags must remain legible and understandable;
 - d. Tags must be able to withstand the environmental condition; and
 - e. Tags must be securely attached.

(Show sample tags used in your unit)

4. Lock must be attached so as to hold the energy-isolating device in a safe position, and there must also be a tag indicating the employee who applied the device (*show sample of ID tag used in your unit*).
5. After applying lock or tag, release all stored or residual energy and test that isolation and de-energization has been accomplished. **The employee who applied the lock must keep possession of the key.**
6. Removal Procedure: remove tools and other items from area, assure equipment is operationally intact, stay at a safe distance, and notify area supervisors and administrators or re-start. **Only the authorized employee who applied the lockout/tagout device may remove it.**
EXCEPTION: If the authorized employee that applied the lockout/tagout device to the machine or equipment is not available to remove the lock/tag, the authorized employee's supervisor may remove the lockout/tagout device after:
 - Verifying that the authorized employee is not at the facility;
 - Making all reasonable effort to contact the authorized employee to inform them that their lockout/tagout device is going to be removed; and
 - Ensuring that the authorized employee that applied the device will be properly informed that the lockout/tagout has been removed upon returning to work.

Special Procedure (discuss if applicable to your unit)

1. Live electrical parts shall be de-energized and locked or tagged out before any work is performed. Only qualified employees (certified electricians) may work on electric circuit parts that are not de-energized. Only high voltage electricians can work on equipment greater than 240 volts.
2. Compressed gases or air can present a significant health or physical hazard. Lockout/tagout procedures pertain to maintenance of these systems. Lock main line in "off" position and isolate by disconnecting, blanking, or bleeding.
3. Hydraulics: lock in "off" position, disconnect, and bleed off residual pressure.
4. Gravity: use safety blocks or other mechanical devices.

D. Specific Energy Control Procedures

In addition to these general procedures, workers must follow the specific procedures developed by your unit for specific machines they will work on. The Lockout/Tagout Procedures Identification Form should be used to develop specific procedures for shut down and isolated of energy sources for specific machinery. (See [Appendix B](#) of this Guideline).

E. Contractor Notification

A representative for the University and a contractor representative will inform each other of their respective lockout or tagout procedures that will be used on the project and ensure that their personnel understand and comply with any restrictions and prohibitions of the energy control program to be utilized during the work. Refer to the Contractor Notification Form, [Appendix C](#) of this Guideline.

II. VIDEO

Show lockout/tagout video, available on loan from EHS.