

THE CITADEL

The Military College of South Carolina

171 Moultrie Street

Charleston, SC 29409

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CONTROL OF HAZARDOUS ENERGY / LOCKOUT-TAGOUT PROGRAM

PURPOSE

The purpose of The Citadel Control of Hazardous Energy / Lockout-Tagout (LOTO) Program is to establish procedures and responsibilities to protect employees from injury caused by the unexpected energization or startup of machines or equipment, or the unexpected release of stored or residual energy, during servicing and maintenance.

This program is designed to comply with 29 CFR 1910.147, The Control of Hazardous Energy (Lockout/Tagout), and to coordinate with other applicable OSHA standards when electrical, construction, utility, machine-specific, or other energy-control requirements are applicable.

SCOPE AND APPLICATION

This program applies to The Citadel employees who perform or are affected by the servicing and maintenance of machines or equipment where unexpected energization, startup, or release of stored energy could cause injury. It also establishes campus coordination requirements for contractors performing covered work.

- Covered energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, gravity, pressure, stored mechanical energy, and other potentially hazardous forms of energy.
- The standard generally applies to servicing and maintenance, including constructing, installing, setting up, adjusting, inspecting, modifying, lubricating, cleaning, unjamming, tool changes, and other work where employees may be exposed to unexpected energization, startup, or release of hazardous energy.
- Normal production operations are not covered unless an employee is required to remove or bypass a guard or other safety device, place any body part into a point of operation or associated danger zone, or perform covered servicing or maintenance.
- Minor tool changes, adjustments, and other minor servicing during normal production are excluded only when they are routine, repetitive, and integral to production and are performed using alternative measures that provide effective protection.
- Cord-and-plug connected electric equipment is excluded only when the equipment is unplugged, and the plug is under the exclusive control of the employee performing the servicing or maintenance.
- Hot-tap work on pressurized gas, steam, water, or petroleum-product transmission or distribution systems is excluded only when continuity of service is essential, shutdown is impractical, and documented procedures and special equipment provide proven effective employee protection.
- 29 CFR 1910.147 does not apply to construction or agriculture employment, maritime employment covered by Parts 1915, 1917, or 1918, or qualifying electric-utility installations under exclusive utility control. Applicable standards for those activities shall be followed.
- Work on fixed electrical equipment or circuits may also be subject to 29 CFR 1910 Subpart S, including 1910.333. Where both standards apply, coordinate their requirements.

REFERENCES

- 29 CFR 1910.147 - The Control of Hazardous Energy (Lockout/Tagout).
- 29 CFR 1910.147 Appendix A - Typical Minimal Lockout Procedures (non-mandatory guideline).
- 29 CFR 1910.333 - Selection and Use of Work Practices, when electrical hazards are involved.
- 29 CFR 1910.269 - Electric Power Generation, Transmission, and Distribution, when applicable.
- Applicable machine-specific OSHA standards requiring deenergization, lockout, or tagout.
- NFPA 70E - Standard for Electrical Safety in the Workplace, as an institutional consensus-standard reference where applicable.

DEFINITIONS

Affected Employee - An employee whose job requires operation or use of a machine or equipment on which servicing or maintenance is being performed under lockout/tagout, or whose job requires work in an area where such servicing or maintenance is being performed.

Authorized Employee - An employee who locks out or tags out machines or equipment in order to perform servicing or maintenance. An affected employee becomes an authorized employee when that employee performs covered servicing or maintenance.

Capable of Being Locked Out - An energy-isolating device that has a hasp, attachment point, built-in locking mechanism, or can otherwise be locked out without dismantling, rebuilding, or replacing the device or permanently altering its energy-control capability.

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

Energy Control Procedure - A documented procedure that specifies how hazardous energy will be controlled for a machine, equipment item, or group of equivalent equipment.

Energy-Isolating Device - A mechanical device that physically prevents transmission or release of energy, such as a manually operated circuit breaker, disconnect switch, line valve, block, blank, or similar device. Push buttons, selector switches, interlocks, software controls, and other control-circuit devices are not energy-isolating devices.

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

Hot Tap - A repair, maintenance, or service procedure involving welding on pressurized equipment or pipelines to install connections or appurtenances without interrupting service.

Lockout - Placement of a lockout device on an energy-isolating device in accordance with an established procedure so that the energy-isolating device and equipment cannot be operated until the lockout device is removed.

Lockout Device - A device using a positive means, such as a keyed or combination lock, to hold an energy-isolating device in a safe position and prevent energization. Blank flanges and bolted slip blinds are included where used as energy-isolation devices.

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

Other Employee - An employee whose work operations are or may be in an area where energy-control procedures are used but who is neither an authorized nor affected employee for the specific servicing activity.

Servicing and/or Maintenance - Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, maintaining, servicing, lubricating, cleaning, unjamming, tool changes, and similar work where the employee may be exposed to unexpected energization, startup, or release of hazardous energy.

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

Tagout - Placement of a tagout device on an energy-isolating device in accordance with an established procedure to indicate that the energy-isolating device and equipment may not be operated until the tag is removed.

Tagout Device - A prominent warning device and attachment that can be securely fastened to an energy-isolating device to indicate that operation is prohibited until the device is removed.

Zero-Energy State - A condition in which hazardous energy has been isolated, stored or residual energy has been relieved, restrained, blocked, dissipated, or otherwise rendered safe, and isolation has been verified.

POLICY

The Citadel shall establish and maintain an energy-control program comprising energy-control procedures, employee training, and periodic inspections. Before covered servicing or maintenance begins, machines and equipment shall be isolated from hazardous energy sources and rendered inoperative.

- Lockout shall be used whenever an energy-isolating device can be locked out, unless EHS has approved a tagout system that provides full employee protection equivalent to lockout.
- If an energy-isolating device cannot be locked out, a compliant tagout system shall be used in conjunction with the protective measures required by this program.
- New equipment and equipment undergoing replacement, major repair, renovation, or modification shall be designed or modified to accept a lockout device when required by OSHA.

- Only authorized employees performing servicing or maintenance may apply lockout or tagout devices.
- Affected employees shall be notified before energy-control devices are applied and after they are removed, and before the machine or equipment is restarted.
- No employee may bypass, defeat, remove, tamper with, or attempt to operate an energy-isolating device that is locked or tagged, except as provided in the specific removal procedure established by this program.

RESPONSIBILITIES

Department of Environmental Health & Safety (EHS)

- Administer and maintain the campus LOTO Program.
- Provide technical assistance with hazard identification, energy-control procedures, training, inspections, and corrective actions.
- Maintain or coordinate central records of authorized-employee training, periodic inspections, special lock removals, and program revisions as assigned.
- Approve any campus use of tagout in place of lockout where a lockable device exists and verify equivalent employee protection.
- Assist departments in determining when machine-specific or equipment-specific energy-control procedures are required.
- Review the program annually as an institutional requirement and revise it when necessary.

Department Heads, Managers, and Supervisors

- Identify machines, equipment, and activities requiring hazardous-energy control.
- Ensure required machine-specific or equipment-specific energy-control procedures are developed, maintained, and available before covered work begins.
- Ensure employees are properly classified and trained as authorized, affected, or other employees.
- Ensure authorized employees have the required locks, tags, hasps, group-lockout devices, blocks, chains, and other hardware.
- Ensure periodic inspections are completed at least annually for each energy-control procedure.
- Ensure deficiencies are corrected, and retraining is provided when required.
- Coordinate outside contractor LOTO activities with the contractor and affected Citadel employees.

Authorized Employees

- Follow the applicable energy-control procedure exactly.
- Identify the type, magnitude, hazards, and methods of controlling all hazardous energy before shutdown.
- Apply personal lockout/tagout devices to each required energy-isolating device or group lockout mechanism.
- Control stored and residual energy and verify isolation before work begins.
- Maintain control of personal lockout/tagout devices and remove them when work is complete, except as allowed by the special-removal procedure.
- Stop work and notify the supervisor if the procedure is inaccurate, conditions change, or energy cannot be controlled as specified.

Affected and Other Employees

- Understand the purpose of the energy-control procedure and the prohibition against restarting or reenergizing locked/tagged equipment.
- Do not tamper with, bypass, defeat, or remove lockout/tagout devices.
- Comply with instructions and remain clear of equipment while servicing or maintenance is performed.

ENERGY-CONTROL PROCEDURES

The Citadel shall develop, document, and implement specific energy-control procedures for machines and equipment covered by 29 CFR 1910.147 unless the limited OSHA documentation exception is fully met.

Required Procedure Content

- Specific statement of the intended use, scope, and purpose of the procedure.
- Machine/equipment identification and location.
- Identification of all hazardous-energy types, magnitudes, sources, and energy-isolating devices.
- Specific shutdown, isolation, blocking, securing, and stored-energy control steps.

- Specific steps for placement, removal, and transfer of lockout/tagout devices and responsibility for those devices.
- Specific methods for verifying effective isolation and a zero-energy state.
- Specific restoration-to-service steps.
- Rules and means used to enforce compliance.

Limited Documentation Exception

A machine-specific written procedure is not required only when all eight conditions below are satisfied. If any condition is not satisfied, you must document a procedure.

1. The machine/equipment has no potential for hazardous stored or residual energy or reaccumulation after shutdown.
2. It has a single energy source that can be readily identified and isolated.
3. Isolation and lockout of that source completely deenergizes and deactivates the machine/equipment.
4. The machine/equipment is isolated from the source and locked out during servicing/maintenance.
5. A single lockout device achieves the locked-out condition.
6. The lockout device is under the exclusive control of the authorized employee performing the work.
7. The servicing/maintenance does not create hazards for other employees.
8. The Citadel has had no accidents involving unexpected activation or reenergization during servicing/maintenance of the machine/equipment while relying on this exception.

LOCKOUT VERSUS TAGOUT

Lockout Required When Device Is Lockable

If an energy-isolating device can be locked out, lockout shall be used unless The Citadel can demonstrate that a tagout system will provide full employee protection equivalent to lockout.

Tagout When Device Is Not Capable of Lockout

If an energy-isolating device cannot be locked out, an authorized employee shall apply a tagout device in accordance with the established procedure and the tagout requirements of this program.

Tagout on a Lockable Device

When tagout is used on an energy-isolating device that can be locked out, the tag shall be attached at the same location where the lock would have been attached. EHS shall verify that additional safety measures provide protection equivalent to lockout. Examples include removing an isolating circuit element, blocking a controlling switch, opening an additional disconnect, or removing a valve handle.

LOCKOUT/TAGOUT DEVICES AND HARDWARE

- The Citadel shall provide locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, hasps, blocks, group lockboxes, and other hardware required for hazardous-energy control.
- LOTO devices shall be uniquely identified, used only for hazardous-energy control, and not used for other purposes.
- Devices shall be durable for the expected environment, standardized within the facility by at least one of color, shape, or size, and identifiable to the employee applying them.
- Locks shall be substantial enough to prevent removal without excessive force or unusual techniques, such as bolt cutters.
- Tags shall be durable, legible, understandable, and substantial enough to prevent accidental removal.
- Tag attachments shall be non-reusable, hand-attachable, self-locking, non-releasable, and have a minimum unlocking strength of 50 pounds, with characteristics at least equivalent to those of a one-piece, all-environment-tolerant nylon cable tie.
- Tags shall display a warning such as DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, or DO NOT OPERATE.

APPLICATION OF ENERGY CONTROL

The applicable machine or equipment energy-control procedure shall be followed in the sequence below.

1. Preparation for shutdown - The authorized employee shall identify the type and magnitude of hazardous energy, understand its hazards, and know the method or means to control it.

2. Notify affected employees - Notify affected employees that the machine/equipment will be shut down and locked/tagged out before controls are applied.
3. Machine/equipment shutdown - Shut down the equipment using the established orderly shutdown procedure to avoid additional hazards.
4. Machine/equipment isolation - Locate and operate every energy-isolating device needed to isolate the machine/equipment from all hazardous-energy sources.
5. Apply lockout/tagout devices - Authorized employees shall affix personal lockout or tagout devices to each required energy-isolating device or approved group-control mechanism.
6. Control stored or residual energy - Relieve, disconnect, restrain, block, bleed, discharge, dissipate, or otherwise render safe all stored or residual energy. Continue verification when energy may reaccumulate.
7. Verify isolation - Before work begins, the authorized employee shall verify that isolation and deenergization are effective. Verification may include properly designed test instruments, try/start attempts, pressure gauges, visual position indicators, or other appropriate methods specified by the procedure.
8. Return operating controls to neutral/off - After any try/start verification, return controls to the neutral or off position before servicing begins.

A control-circuit device, such as a push button, selector switch, interlock, emergency stop, programmable controller, or software command, is not an energy-isolating device and shall not be relied on as the sole means of hazardous-energy control.

RELEASE FROM LOCKOUT/TAGOUT AND RESTORATION OF ENERGY

1. Inspect the work area and machine/equipment to verify that nonessential items have been removed and components are operationally intact.
2. Check the work area to ensure all employees are safely positioned or removed.
3. Each authorized employee shall remove the personal lockout/tagout device that employee applied, except under the documented special-removal procedure in this program.
4. After lockout/tagout devices are removed and before startup, notify affected employees that the devices have been removed and the equipment will be returned to service.
5. Restore energy in accordance with the equipment-specific procedure and verify normal operation when appropriate.

SPECIAL REMOVAL OF ANOTHER EMPLOYEE'S LOCK OR TAG

A lockout or tagout device shall normally be removed only by the employee who applied it. If the authorized employee is unavailable, the device may be removed only under the employer's direction and in accordance with a documented procedure that provides equivalent safety.

1. Verify that the authorized employee who applied the device is not at the facility.
2. Make all reasonable efforts to contact the authorized employee and inform the employee that the device is being removed.
3. Have an authorized manager/supervisor designated by the department verify the machine/equipment condition and approve the removal using the Lock Removal Authorization Form.
4. Remove the device using the approved method and document the removal.
5. Ensure that the employee who applied the device is informed that it was removed before that employee resumes work at the facility.

Counseling or disciplinary action may be taken when an employee leaves a device in place in violation of procedure, but such action does not replace the OSHA-required verification, contact efforts, and notification-before-return requirements.

TESTING OR POSITIONING REQUIRING TEMPORARY ENERGIZATION

When lockout/tagout devices must be temporarily removed and a machine or component energized for testing or positioning, the following sequence shall be followed:

1. Clear the machine/equipment of tools and materials.
2. Remove employees from the machine/equipment area or safely position them.
3. Remove lockout/tagout devices in accordance with the release procedure.

4. Energize and proceed with the required testing or positioning.
5. Deenergize all systems and reapply all energy-control measures before servicing or maintenance continues.

GROUP LOCKOUT/TAGOUT

When a crew, craft, department, or other group performs servicing or maintenance, a group LOTO procedure shall provide each employee with protection equivalent to personal lockout/tagout.

- A designated authorized employee shall have primary responsibility for the group LOTO and for a defined group of employees working under that LOTO.
- The designated authorized employee shall determine and maintain each group member's exposure status.
- When more than one crew, craft, or department is involved, one authorized employee shall be assigned overall coordination responsibility.
- Each authorized employee shall affix a personal lock or tag to the group lockout device, group lockbox, or comparable mechanism when starting work and remove it when stopping work on the equipment.
- No group lockout device shall be removed until all personal devices have been accounted for and the restoration conditions are met.

SHIFT OR PERSONNEL CHANGES

Specific procedures shall be followed during shift or personnel changes to maintain continuous lockout/tagout protection and ensure an orderly transfer between outgoing and incoming authorized employees.

- The incoming authorized employee shall review the status of the work, hazardous-energy controls, and the applicable energy-control procedure before assuming responsibility.
- The oncoming employee shall apply a personal lock/tag or otherwise obtain equivalent documented protection before the off-going employee removes a personal device.
- For group LOTO, the group lockbox or coordination system shall maintain uninterrupted protection during the transfer.
- If an outgoing employee is unavailable, the special-removal procedure shall be followed; a supervisor may not simply remove the lock to facilitate the shift change.

OUTSIDE PERSONNEL / CONTRACTORS

Whenever outside servicing personnel perform work covered by this program, The Citadel and the outside employer shall notify each other of their respective lockout/tagout procedures before work begins.

- The Citadel project manager, the contracting department, or the designated supervisor shall inform affected Citadel employees of the restrictions and prohibitions under the contractor's energy-control program.
- Contractors shall provide or explain their energy-control procedures upon request and comply with applicable OSHA requirements.
- When both Citadel and contractor employees participate in servicing, responsibilities and group-control methods shall be coordinated before work begins.
- Hazardous-energy information specific to Citadel equipment shall be exchanged before isolation and servicing.

PERIODIC INSPECTIONS

The Citadel shall conduct a periodic inspection of each energy-control procedure at least annually to verify that the procedure and the requirements of 29 CFR 1910.147 are being followed and to correct any deviations or inadequacies.

- The inspection shall be performed by an authorized employee other than the authorized employee(s) who use the procedure being inspected.
- For lockout procedures, the inspection shall include a review between the inspector and each authorized employee covered by the procedure of the employee's responsibilities under the procedure.
- For tagout procedures, the inspection shall include a review with each authorized and affected employee covered by the procedure of responsibilities and the limitations of tags.
- Deficiencies shall be corrected promptly, and retraining shall be provided when required.
- The periodic-inspection certification shall identify the machine or equipment, the procedure, the inspection date, the employees included, and the person performing the inspection.

A separate annual inspection is required for each energy-control procedure. Equivalent machines may be covered by a single generic procedure only if the procedure and any supplemental documentation adequately address their specific hazardous-energy controls.

TRAINING AND RETRAINING

Authorized Employees

- Recognition of applicable hazardous-energy sources.
- Type and magnitude of energy available in the workplace.
- Methods and means necessary for energy isolation and control.
- Proper application, use, transfer, and removal of locks, tags, group lockout devices, and other controls.
- Machine/equipment-specific procedures applicable to assigned work.

Affected Employees

Affected employees shall be instructed on the purpose and use of the energy-control procedure and shall understand that they may not restart or reenergize locked or tagged equipment.

Other Employees

Employees whose work operations are or may be in an area where LOTO is used shall be instructed on the procedure and the prohibition against attempting to restart or reenergize locked or tagged equipment.

Additional Tagout Training

- Tags are warning devices and do not provide the physical restraint provided by locks.
- Tags may not be removed without authorization and may never be bypassed, ignored, or defeated.
- Tags must be legible and understood by employees.
- Tags and attachments must withstand the workplace environment.
- Tags can create a false sense of security unless their limitations are understood.
- Tags must be securely attached so they cannot be accidentally detached.

Retraining

Retraining shall be provided to authorized and affected employees when job assignments change, when machines, equipment, or processes present a new hazard, when energy-control procedures change, when a periodic inspection reveals deficiencies, or when the employer has reason to believe that employee knowledge or use of the procedure is inadequate. Retraining shall reestablish proficiency and introduce new or revised methods as necessary.

The Citadel shall certify that LOTO training and retraining have been completed and remain current. The certification shall include each employee's name and the dates of training.

PROGRAM REVIEW, RECORDS, AND ENFORCEMENT

- EHS shall conduct an annual administrative review of this program as an institutional requirement.
- Departments shall maintain current equipment-specific energy-control procedures and lists of authorized employees.
- Periodic-inspection certifications shall be retained in accordance with institutional record-retention requirements and be available for review.
- Training certifications shall be maintained and kept current.
- Special lock-removal authorizations, group LOTO documentation, and corrective-action records shall be maintained as appropriate.
- Violations of this program, including tampering with locks/tags or bypassing energy-control measures, may result in immediate stop-work action and disciplinary action consistent with Citadel policy.

APPENDIX A - PERIODIC INSPECTION CERTIFICATION

Use this form to document the periodic inspection required by 29 CFR 1910.147(c)(6). Inspect each energy-control procedure at least annually.

Field	Information
Facility / Site	
Department / Shop	
Machine / Equipment / Procedure ID	
Equipment Location	
Inspection Date	
Authorized Inspector	
Employees Included in Inspection	
Energy-Control Method	☐ Lockout ☐ Tagout
Procedure Available at Work Location?	☐ Yes ☐ No
Deficiencies / Deviations Identified	
Corrective Actions Required	
Retraining Required?	☐ No ☐ Yes - identify employees: _____
Inspector Signature	

Procedure Review Checklist

Inspection Item	Yes	No / N.A.	Notes
Authorized employee understood the type and magnitude of hazardous energy.	☐	☐	
Affected employees were notified before application of controls.	☐	☐	
Equipment was shut down in an orderly manner.	☐	☐	
All required energy-isolating devices were identified and operated.	☐	☐	
Each authorized employee applied the required personal lock/tag.	☐	☐	
Stored or residual energy was relieved, blocked, restrained, or otherwise controlled.	☐	☐	
Isolation and deenergization were verified before servicing.	☐	☐	
Potential reaccumulation of energy was monitored or controlled.	☐	☐	
Release/restoration steps were properly followed.	☐	☐	
Affected employees were notified after devices were removed and before restart.	☐	☐	
If group LOTO was used, each authorized employee maintained personal protection.	☐	☐	
If tagout was used, full employee protection and tag limitations were addressed.	☐	☐	

APPENDIX B - MACHINE / EQUIPMENT ENERGY-CONTROL PROCEDURE

Procedure Information	Details
Procedure ID / Revision	
Department / Shop	
Machine / Equipment	
Manufacturer / Model / Asset No.	
Location	
Authorized Job / Intended Use of Procedure	
Procedure Prepared By / Date	
Procedure Approved By / Date	

Hazardous-Energy Sources and Isolation Points

Energy Type	Magnitude / Condition	Isolation Device / ID	Location	Stored-Energy Control
Electrical				
Mechanical				
Hydraulic				
Pneumatic				
Thermal				
Chemical				
Gravity / Stored Mechanical				
Other				

Shutdown and Lockout Sequence

Step	Required Action
1	
2	
3	
4	
5	
6	
7	

Step	Required Action
8	
9	
10	

Verification of Zero-Energy State

Verification Method	Acceptance Criteria / Result
Try/start test	
Electrical test instrument	
Pressure / gauge verification	
Visual / mechanical verification	
Other	

Restoration-to-Service Sequence

Step	Required Action
1	
2	
3	
4	
5	
6	
7	

APPENDIX C - SPECIAL LOCK / TAG REMOVAL AUTHORIZATION

Field	Information
Date / Time	
Department / Shop	
Machine / Equipment	
Location	
Employee Who Applied Device	
Device / Lock Identification	
Verification Employee Is Not at Facility	
Attempts Made to Contact Employee	
Machine / Equipment Condition Verified By	
Reason Removal Is Necessary	
Removal Authorized By	
Device Removed By	
Date / Time Employee Was Informed	
Method Employee Was Informed	
Confirmation Employee Was Informed Before Returning to Work	☐ Yes
Comments / Corrective Action	

APPENDIX D - GROUP LOCKOUT / TAGOUT AND SHIFT TRANSFER RECORD

Job Information	Details
Date / Work Order	
Machine / Equipment	
Location	
Overall Authorized Coordinator	
Group Lockbox / Device ID	
Hazardous-Energy Procedure ID	
Work Description	

Authorized Employees Under Group Protection

Employee	Personal Lock / Tag ID	Time Applied	Time Removed	Initials

Shift / Personnel Transfer

Off-Going Employee / Coordinator	Oncoming Employee / Coordinator	Transfer Time	Status / Controls Reviewed	Signatures

APPENDIX E - LOTO TRAINING / RETRAINING CERTIFICATION

Training Information	Details
Training Type	☐ Authorized ☐ Affected ☐ Other Employee ☐ Retraining
Training Date	
Trainer	
Department / Shop	
Reason for Retraining (if applicable)	
Topics / Procedures Covered	

Employee Name	Role	Date	Signature / Initials

Training certification shall contain each employee's name and date(s) of training. Departments shall maintain certifications and provide them to EHS as required by institutional procedure.

APPENDIX F - LOTO PROGRAM IMPLEMENTATION CHECKLIST

Implementation Requirement	Verified	Notes / Corrective Action
Machines/equipment requiring hazardous-energy control identified.	☐	
Documented energy-control procedures completed where required.	☐	
Procedures identify all hazardous-energy types, magnitudes, and isolation points.	☐	
Authorized, affected, and other employees identified and trained.	☐	
Locks, tags, hasps, group lockboxes, blocks, and other devices available.	☐	
LOTO devices standardized and used only for hazardous-energy control.	☐	
Tagout-only use reviewed for OSHA compliance and equivalent protection.	☐	
Contractor coordination process implemented.	☐	
Group LOTO and shift-change procedures available where needed.	☐	
Special lock-removal procedure and form available.	☐	
Each energy-control procedure inspected at least annually.	☐	
Periodic-inspection certifications maintained.	☐	
Training/retraining certifications current.	☐	
Equipment modifications/new equipment reviewed for lockable isolation devices.	☐	
Program reviewed and revised when needed.	☐	

DOCUMENT CONTROL

Field	Information
Program Owner	Department of Environmental Health & Safety
Primary OSHA Standard	29 CFR 1910.147 - The Control of Hazardous Energy (Lockout/Tagout)
Supporting Department	Facilities & Engineering and affected campus departments
Revision	09/30/2026
Effective Date	_____
Approved By	_____
Approval Date	_____
Next Administrative Review	_____