

Title: Control of Hazardous Energy (Lockout/Tagout)		Print Date: 6/1/2017
Revision # D	Prepared By: James Stubbs	Date Prepared: 03.2017
Effective Date: 06.2017	Reviewed By: Matt Lundquist Derek Fisher Blake Smith	Date Reviewed: 03.2017
Standards: 29 CFR 1910.147 29 CFR 1910.333(b) UAC R614-1-4	Approved By: James R. Stubbs	Date Approved: 06.01.2017
Revision History: A – Inception 2005 B – review and update 09.2008 C – Review and update 08.2012 D- Review and update 06.2017		

1. PURPOSE

This program establishes procedures and minimum performance requirements for the control of hazardous energy including affixing appropriate lockout/tagout devices to energy isolating devices, and to otherwise disable machines or equipment to prevent unexpected energization, start up or release of stored energy in order to prevent injury, and to maintain safe working conditions for employees of the University of Utah involved in servicing or maintenance of equipment.

2. SCOPE

This program covers the servicing and maintenance of machines and equipment owned or operated by the University of Utah in which the unexpected energization or startup of the machine or equipment, or release of stored energy could cause injury to employees. This document serves as the minimum requirement for all University of Utah facilities and employees.

a. Exceptions – The following situations do not require lockout/tagout:

1. Minor tool changes, adjustments, and other minor servicing activities that take place during normal operations, provided

that such activities are routine, repetitive, and integral to the use of the equipment and that the work is performed using alternative measures for the effective protection of personnel.

2. Work on electrical cord-and-plug connected equipment provided that unplugging the equipment from the energy source controls exposure to the hazards of unexpected energization and that the plug is under the exclusive control of the worker performing the service or maintenance.
3. Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water, or petroleum products when they are performed on pressurized pipelines, provided it is demonstrated that continuity of service is essential, shutdown of the system is impractical, documented procedures are followed, and special equipment is used which will provide proven effective protection for employees.

b. Outside contractors and subcontractors

Outside (non-U of U) contractors and subcontractors who engage in activities that are covered by this program must be informed of the lockout tagout procedures in this program and are required, when applicable, to include in their safety plans lockout tagout procedures which provide a level of protection that is at least equal to or greater than the requirements of this program. All contractors and subcontractors are responsible for personally locking and/or tagging out the equipment on which they are working. Contractors and subcontractors are responsible for providing all the required hardware and other materials to effectively implement the lockout tagout procedure. Contractors and subcontractors must provide documentation of their program to the University prior to beginning servicing or maintenance operations. Affected University employees must be informed of, understand, and comply with the restrictions and prohibitions of the contractor's program.

3. REFERENCES

29 CFR 1910.147 – The control of hazardous energy (lockout/tagout)

29 CFR 1910.333(b) – Lockout and Tagging of Electrical Systems

UAC R614-1-4 – Incorporation of Federal Standards

4. DEFINITIONS

Affected employee – An employee whose job requires them to operate or use a machine or equipment on which servicing or maintenance is being performed

under lockout and/or tagout, or whose job requires them to work in an area in which such servicing or maintenance is being performed.

Authorized employee – A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance on the machine or equipment.

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

Circuit breaker - (600 volts nominal, or less). A device designed to open and close a circuit by non-automatic means and to open the circuit automatically on a predetermined over current without injury to itself when properly applied within its rating. (Over 600 volts, nominal). A switching device capable of making, carrying, and breaking currents under normal circuit conditions, and also making, carrying for a specified time, and breaking currents under specified abnormal circuit conditions, such as those of short circuit.

Electrical disconnecting (or isolating) switch - (Over 600 volts, nominal.) A mechanical switching device used for isolating a circuit or equipment from a source of power.

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

Energy isolating device – A mechanical device that physically prevents the transmission or release of energy, including but not limited to 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; 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.

Energy source – Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.

Hot tap – A procedure used in the repair, maintenance and service activities, which involves welding on a piece of equipment (pipelines, vessels, or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam, and petrochemical distribution systems.

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 utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.

Normal production operations – The utilization of a machine or equipment to perform its intended production function.

Qualified person - One familiar with the construction and operation of the equipment and the hazards involved.

Note 1: Whether an employee is considered to be a "qualified person" will depend upon various circumstances in the workplace. It is possible and, in fact, likely for an individual to be considered "qualified" with regard to certain equipment in the workplace, but "unqualified" as to other equipment. (See 1910.332(b)(3) for specific training requirements that apply to qualified persons.)

Note 2: An employee, who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person is considered to be a qualified person for the performance of those duties.

Servicing and/or maintenance – Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning or un-jamming of 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.

Setting up – Any work performed to prepare a machine or equipment to perform its normal operation.

Tagout – The placement of a tagout device on 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.

Tagout device – A prominent warning device, such as a tag and a means of attachment, which 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.

5. Responsibilities

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout/tagout. The authorized employees are required to perform lockout/tagout in accordance with the procedures listed in this program. All employees, upon observing a machine or piece of equipment that is locked or tagged out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment. Failure to comply with this program will result in disciplinary action up to and including termination.

a. The lockout tagout program administrator is responsible for:

- 1.** Maintaining the overall written lockout tagout program and verifying that any worksite or shop specific procedures that may be necessary are in place and up to date.
- 2.** Purchasing and providing all necessary equipment, including, but not limited to: approved lockout tagout devices, locks, tags, tag attachment devices, etc. which comply with the requirements of section 7 of this program.
- 3.** Providing intensive initial lockout tagout training and annual refresher training in accordance with section 8 of the program to all authorized employees.
- 4.** Conducting annual inspections in accordance with section 9 of the program, to ensure that the requirements and provisions of the program are being followed.
- 5.** Maintaining records of all training and periodic inspections.

b. Shop/Worksite supervisors are responsible for:

1. Completing and maintaining a current written version of the shop specific lockout/tagout procedures (see Appendix E) in relation to this program.
2. Conducting an annual review of the shop specific lockout/tagout procedures.
3. Knowing and understanding the elements of this program.
4. Maintaining a current and complete list of all authorized employees (see Appendix A).
5. Identifying and documenting servicing and maintenance operations performed by shop personnel, which fall under the provisions of this program.
6. Identifying all pieces of machinery or equipment that require detailed and specific written energy control procedures. Creating, maintaining, and providing authorized employees with said procedures as required (see section 6(a))
7. Ensuring that shop employees follow the procedures outlined in the lockout/tagout program.
8. Ensuring that shop employees receive required training and retraining annually or as needed if less than one year.
9. Issuing all necessary equipment to shop employees for use in the application of this program.
10. Notifying Occupational and Environmental Health and Safety and the lockout/tagout program administrator of any problems with the application of lockout/tagout or any changes that may impact the application of the lockout/tagout program.

c. Authorized employees are responsible for:

1. Participating in all required training.
2. Application of lockout/tagout procedures in accordance with the provisions of this program.
3. Proper maintenance of all equipment issued to the employee that is used for the application of lockout/tagout.
4. Reporting any problems or concerns with the application of the program to their supervisor.

d. Occupational and Environmental Health and Safety is responsible for:

1. Ensuring that the program complies with all applicable local, state and federal regulations.
2. Conducting periodic audits to ensure continued effectiveness of the program.
3. Conducting periodic review of this program to ensure continued regulatory compliance.

6. Energy Control (Lockout/Tagout) Procedure

- a. Written equipment specific energy control procedures must be developed for each piece of machinery or equipment except as noted below. Equipment specific procedures shall be kept as part of the shop specific lockout/tagout procedures for each shop. The form in Appendix B shall be used to develop the detailed energy control procedure for each piece of machinery or equipment as required.

Equipment specific energy control procedures are *not* required when the following conditions are met.

1. The machine or equipment has no potential for stored or residual energy, or for reaccumulation of stored energy after shut down, which could endanger employees.
 2. The machine or equipment has a single energy source that can be readily identified and isolated and the isolation and locking out of that energy source will completely deenergize and deactivate the machine or equipment.
 3. The machine or equipment is isolated from that energy source and locked out during servicing or maintenance.
 4. A single lockout device will achieve a lock-out condition.
 5. The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance.
 6. The servicing or maintenance does not create hazards for other employees.
 7. The employer has had no incidents involving the unexpected activation or reenergization of machines or equipment during servicing or maintenance
- b. Machines and equipment where the possibility of unexpected energization, start up or release of stored energy exists and could cause injury must be isolated from the energy source and rendered inoperative during service and/or maintenance operations.
 - c. If an energy-isolating device is capable of being locked out then the lockout/tagout procedure in this program must be used.
 - d. If an energy-isolating device is not capable of being locked out then the tagout procedure in this program must be utilized. When a tagout device is used on an energy isolating device additional means of protection must be utilized to provide protection equivalent to that available from the use of a lockout device. Additional means could include, but not be limited to, the following:
 - Removal of an isolating circuit element

- Blocking of a control switch
- Opening of an extra disconnecting device
- Removal of a valve handle

e. Lockout/Tagout Procedure

Only authorized employees providing service or maintenance shall utilize these procedures.

Each authorized employee will be issued a personal lock and appropriate tags by program administrator, supervisor or designee which comply with the requirements of section 7 of this program. No other lock or device may be used with this procedure.

Because individuals shops on campus may have additional procedures which provide a higher degree of protection when used in addition to the steps below and/or may have shop specific procedures that should be followed. Each shop is required to complete a shop specific procedure template as found in Appendix E. Prior to beginning any lockout/tagout activity please refer to Appendix E for these shop specific procedures.

The following steps shall be conducted in the sequence in which they appear.

1. **Notification of employees** – The shop supervisor or the authorized employee shall notify all affected employees of the application of lockout/tagout procedures and devices.
2. **Preparation for shutdown** – Before an authorized employee turns off a machine or equipment, that employee must attain knowledge of the type and magnitude of the energy associated with a particular machine or piece of equipment, the hazards associated with that energy, and the proper means to control and/or dissipate that energy. If the machine or piece of equipment has an associated specific, detailed energy control procedure, that procedure must be utilized.
3. **Machine or equipment shutdown** – Turn off the machine or equipment using established or ‘normal’ shutdown procedures.
4. **Machine or equipment isolation** – If not already done, turn off all operating controls. Physically locate all energy isolating devices in such a manner as to isolate the machine or equipment from the energy source(s).
5. **Lockout tagout device application** – Lockout devices shall be affixed by authorized employees in a manner that will hold energy isolating devices in a ‘safe’ or ‘off’ position.

Tagout devices, shall be affixed in such a manner as to clearly indicate that the operation or movement of energy isolating devices from the 'safe' or 'off' position is prohibited. (Note: specific equipment requirements are contained in section 7 of this program)

6. **Control of stored and residual energy** – All potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, and otherwise rendered safe.
 7. **Verification of isolation** – Verify that lockout/tagout is successful by attempting to start operation of the machine or equipment. Listen for sounds, watch for movement or lights or other indicators of machine or equipment operation.
 8. **“Locked Out” condition** – If verification is successful, the equipment is now in a “locked out” condition and service or maintenance work may begin.
- f. **Release from lockout/tagout** – The following procedures shall be followed by the authorized employee to release a machine or piece of equipment from lockout/tagout:
1. Inspect the work area and remove all non-essential items and that machine components are operationally intact.
 2. Check the work area to ensure that all employees have been safely positioned or removed.
 3. Notify all affected employees that the machine or equipment is being released from lockout/tagout.
 4. Remove the lockout/tagout device from the energy-isolating device.

NOTE: Only the authorized employee who applied the lockout/tagout device may remove the device. If the authorized employee who applied the device is unavailable the device may be removed **under direction of the shop supervisor**, provided that:

- The device is removed by another authorized employee that has been properly trained in the program
- The shop supervisor has verified that the employee is not available to remove the device
- All reasonable efforts are made to contact the employee who applied the device and notify them that the device has been removed
- The authorized employee must be notified that the device has been removed prior to their resuming work on the university campus.
- Removal must be accomplished of bolt cutters or other similar device. Shop supervisors are responsible to ensure that

appropriate equipment is available to accomplish this requirement.

g. Specific procedures

1. Electrical Systems

Electrical systems require certain special procedures in addition to the regular lockout/tagout procedures. When working on electrical systems the following apply:

- a.** All circuits and equipment must be disconnected from all sources of electrical energy. Control circuit devices such as push buttons, selector switches, and interlocks, may not be used as a sole means for de-energizing circuits or equipment. Interlocks are not to be used as a substitute for proper lockout/ tagout procedures.
- b.** Stored electrical energy that may endanger personnel must be released prior to beginning work. Capacitors and high capacitance elements must be short circuited and grounded. If the capacitors or associated equipment are to be handled in meeting this requirement they must be treated as energized.
- c.** Block or relieve all non-electrical devices that might re-energize electrical circuit parts.
- d.** A qualified person shall verify that lockout/tagout has been successful and that equipment cannot be re-energized or re-started. The qualified person shall use test equipment to test all circuit elements and electrical parts to which service and maintenance personnel may be exposed and shall verify that the circuit elements and electrical parts are de-energized. The test shall also determine if any energized condition exists as a result of inadvertently induced voltage or unrelated voltage back-feed even though specific parts of the circuit have been de-energized and presumed safe. If the circuit to be tested is over 600 volts, nominal, the test equipment shall be checked for proper operation immediately after this test.
- e.** Prior to re-energizing, a qualified person shall conduct tests and visual inspections, as necessary, to verify that all tools, electrical jumpers, shorts, grounds, and other such devices have been removed.

2. Group Lockout/Tagout

When more than one individual, for example a crew, department, or other group, performs servicing or maintenance operations the following requirements must be met:

- a. Primary responsibility shall be vested in a single authorized employee for a set number of employees working under the protection of a group lockout/tagout. This employee must be able to ascertain the exposure status of each individual within the group with regard to lockout/tagout.
- b. The primary responsible authorized employee is responsible to apply the lockout/tagout procedure initially and to conduct the final release from lockout/tagout. The responsible authorized employee shall apply their own personal lockout/tagout device (received from supervisor or program administrator or designee) to the group lockout/tagout device, this device shall remain in place at all times when service or maintenance operations are taking place and should be removed only as part of the final release from lockout/tagout. This primary lockout/tagout device will help protect employees during shift changes, personnel changes, etc. that may take place during the service or maintenance operation.
- c. Each authorized employee involved in the group shall affix a personal lockout/tagout device to the group lockout/tagout device, group lockbox, or comparable mechanism when they begin work, and shall remove those devices when they stop working on that particular machine or piece of equipment.

3. Testing or positioning of machines, equipment or components thereof.

Situations may arise when it becomes necessary to temporarily remove a lockout/tagout device and the machine or equipment energized to test or position the machine or equipment or a component thereof. If these situations arise the following procedure shall be implemented:

- a. Clear the machine or equipment of all tools, spare parts, and other materials.
- b. Remove all employees from the machine or equipment area.
- c. Remove the lockout/tagout device(s)
- d. Energize and proceed with the test or positioning.
- e. Deenergize all systems and reapply lockout/tagout device(s) in accordance with the procedures outlined in section 6(e) of this program.

7. Protective material and hardware requirements

Locks, tags, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware for use in this program shall be purchased and provided by University of Utah and shall meet the following requirements:

- a. Lockout/Tagout Devices shall be:
 1. **Durable** – Capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected. Tagout devices shall be constructed and printed such 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 shall not deteriorate when used in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
 2. **Standardized** – Lockout/tagout devices shall be standardized within the facility in at least one of the following criteria: Color, shape, size, and additionally in the case of tagout devices print and format shall be standardized.
 3. **Substantial** – Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques such as the use of bolt cutters.
 4. **Identifiable** – Lockout devices shall indicate the identity of the employee applying the device and shall warn against hazardous conditions if the machine or equipment is energized and shall include a legend such as DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, DO NOT OPERATE, etc.

All locks on the University of Utah campus used for the purpose of lockout/tagout shall have a single key only, and shall not have a master or duplicate key that will open all locks.

- b. Tags shall be attached using a one-piece, all environment-tolerant nylon cable tie that is attachable by hand, self-locking, non-releasable, with an unlocking strength of greater than 50 pounds.
- c. Shop personnel should consult the shop specific lockout/tagout procedures to determine the proper hardware as well as procedures for obtaining said hardware for each specific shop.

Note: It is a violation of federal regulations to use a lock that has been designated for use as a lockout device for any other purpose than lockout/tagout.

Individual shops on campus may have differing procedures for obtaining the necessary equipment for lockout/tagout. Please refer to Appendix E for the shop specific procedures in your shop.

8. Training requirements

- a. All authorized employees will be provided with training prior to using the procedures in the lockout/tagout program.
- b. All authorized employees will be retrained whenever:
 1. There is a change in their job assignments, a change in machines, equipment or processes that present a new hazard
 2. When there is a change to this program, or
 3. When a periodic inspection, conducted under the provisions set forth in section 9 of this program, indicates that there are deviations or inadequacies in the knowledge of the authorized employee(s).
- c. All authorized employees will be provided with annual refresher training.
- d. The lockout/tagout program administrator will certify that the training has been conducted and is up to date. The certification will include a list of each participant's name and the date of the training.
- e. The training for authorized employees will cover the following topics:
 1. Recognition of hazardous energy sources
 2. The type and magnitude of energy available in the workplace
 3. The methods and means necessary for energy isolation and control
 4. The purpose and use of the lockout/tagout program and shop specific lockout/tagout procedures.
 5. The limitations of a tagout only system, including:
 - a. An understanding that tags are essentially a warning device and do not provide the physical restraint such as that provided by a lock.
 - b. When a tag is attached to an energy-isolating device, it is not to be removed without authorization from the authorized employee responsible for the tag and the tag is never to be bypassed, ignored or otherwise defeated.
 - c. Tags must be legible and understandable by all employees whose work operations may be in the area.
 - d. Tags and their means of attachment must be made of materials which will withstand the environment to which they will be exposed.
 - e. An understanding that tags may evoke a false sense of security and that a lockout system is preferred.
 - f. Tags must be securely attached to an energy-isolating device such that they cannot become dislodged or inadvertently detached during use.

In addition to the training of authorized employees, all employees whose work operations may be in an area where energy control procedures are utilized will be instructed about the procedure and about the prohibition relating to attempting to restart or reenergize machines or equipment which is locked and tagged out.

- e. The shop supervisor shall certify that training has been accomplished and is up to date. The certification shall include: The names of the employees trained, the name of the trainer, and the date(s) of the training. A training record and certification form can be found in Appendix D. Training records must be maintained for the duration of an employee's employment.

9. Periodic Inspection

- a. Annual inspection of the lockout/tagout program will be conducted to ensure that all provisions of the program and the regulatory requirements are being followed.
- b. Each equipment specific energy control procedure will be reviewed for accuracy at least annually.
- c. The lockout/tagout program administrator or an authorized employee (other than the authorized employee(s) utilizing the energy control program for the piece of machinery/equipment being inspected) designated by the program administrator shall conduct the annual inspection.
- d. The inspection shall include a review between the inspector and each authorized employee, of that employee's responsibilities under the lockout tagout program.
- e. When a tagout system is utilized the inspection shall include a review of the limitations of a tagout system as identified in section 8(e)(5) of this program.
- f. The program administrator shall certify that the annual inspection has been completed. The certification shall identify the machine or piece of equipment on which the lockout/tagout program was utilized during the inspection, the date of the inspection, the name of the inspector, and the name(s) of the employee(s) involved in the inspection (see Appendix C).

Appendix A

Appendix B



Equipment Specific Energy Control Procedure

Equipment ID: _____

Equipment Location (bldg #, room #, placement in room, etc.): _____

Equipment specific procedure (note: this procedure applies to the identified piece of equipment/machinery only)

1. **Notification of employees:** Notify all affected employees of the application of the lockout/tagout procedure/device. The following areas and employees will be affected:

2. **Preparation for Shutdown:** Identify and list the types and magnitudes of energy sources associated with this machine/equipment. Use additional sheets if necessary.

Energy Type (electrical, pneumatic, etc.)	Source and Magnitude

3. **Machine/Equipment Shutdown:** List the steps necessary to shut down this piece of machinery or equipment: _____

4. **Machine or Equipment Isolation:** List the steps necessary to isolate all energy sources for this piece of machinery/equipment: _____

5. **Lockout Tagout Device Application:** Lockout devices should be affixed by an authorized employee in a manner that will hold the energy isolating devices in a 'safe' or 'off' position. Tagout devices, when used, shall be affixed in such a manner as to clearly indicate that the operation or movement of energy isolating devices from the 'safe' or 'off' position is prohibited. Identify and list the energy isolating devices that must be locked/tagged out for this piece of equipment/machinery: _____

6. **Control of stored or residual energy:** All potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, or otherwise rendered safe. Identify and list all source of stored or residual energy that must be controlled for this piece of machinery/equipment: _____

7. **Verification of isolation:** Verify that lockout tagout has been successful by attempting to start operation. Watch for movement, lights or other indicators of machine/equipment operation. Identify and list the steps needed to verify that lockout tagout is successful: _____

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8. **“Locked-out” condition:** If verification is successful, the machine/equipment is now in a ‘locked-out’ condition and service or maintenance work may begin.

This procedure was prepared by: _____ **Date:** _____

Reviewed by: _____ **Date:** _____

Appendix C



THE
UNIVERSITY
OF UTAH

Lockout/Tagout Periodic Inspection Record

Date of Inspection: _____

Inspector Name/ID: _____

Machine/Equipment ID: _____

Machine/Equipment Location: _____

Authorized employee name: _____

Authorized employee name: _____

Authorized employee name: _____

Authorized employee name: _____

If additional employees were involved with the inspection list below or on the back of this sheet as necessary.

Inadequacies or deviations noted during inspection: _____

I do hereby certify that on the above noted date a review of the University of Utah Energy Control (lockout/tagout) Procedure was conducted. The responsibilities of an authorized employee, as defined by this program, and the limitations of a tagout system have been reviewed with each of the listed authorized employees. Any deviations or inadequacies noted during the inspection have been identified and corrected.

Signature: _____ **Date:** _____

Appendix D

Appendix E

Shop Specific Procedures:

This section should contain any procedures that are in addition to the required procedures identified in the overall university lockout/tagout program. Only procedures which are in compliance with those identified in the overall program and which provide a greater degree of protection for the employee should be included. A copy of this section should be forwarded to the Occupational and environmental health and safety (OEHS) lockout/tagout program administrator for review prior to implementation.

OEHS LO/TO Program Administrator Review:

Reviewer: _____

Date of Review: _____

Signature: _____

This section should also include copies of all equipment specific procedures (see appendix B) that have been developed by the above identified shop, as well as an index of said equipment specific procedures to allow for ease of reference. Use as many additional sheets as necessary.