

EXECUTIVE SUMMARY

Lockout/Tagout (Control of Hazardous Energy)

[1910.147](#)

This document presents a brief overview and summary of the official written program. The official program is a comprehensive guide to assist District staff in complying with the requirements of the OSHA standard.

PROGRAM OBJECTIVE:

Intended to protect employees from unexpected energization or activation of equipment during service and maintenance activities, and to comply with OSHA 29 CFR 1910.147 Control of Hazardous Energy (Lockout/Tagout [LOTO]). The program describes the training necessary to provide employees details of the program, how it is implemented, and the significance of non-compliance.

PROCEDURES:

General Requirements

- Applies to the control of energy during servicing and/or maintenance of machines and equipment.
- Servicing and/or maintenance performed during normal operations is covered by this plan (refer to written plan and/or OSHA standard for details).
- Routine/repetitive minor tool changes and other minor servicing are not covered by this plan.
- ESG will develop/implement an energy control policy for each machine identified in this program.
- District conducts and documents periodic inspections and reviews program annually.

Employee Training and Retraining

- Authorized/affected employees who operate equipment under LOTO, or who work in area where such servicing or maintenance is performed receive training when initially assigned to the job.
- Retraining given with change in job duties, in machines, or in equipment; when processes present new hazard(s); change in energy control procedures; when inspection reveals need; and/or when employee shows lack of knowledge. Refresher training annually.
- ESG coordinates/provides training using a qualified instructor and certifies completion.

Energy Control Procedures

- Program includes specific energy control procedural steps/requirements that outline the purpose, rules, and techniques used for maintenance or servicing of equipment.

Requirements for Lockout/Tagout Situations

Refer to written program for specific requirements related to the following items:

- *Lockout/Tagout Sequence*
- *Group Lockout/Tagout*
- *Testing or Positioning Equipment*
- *Restoring Equipment to Service*

Lockout/Tagout (LOTO) Devices

The District uses and provides the following LOTO devices:

- *Separate Lockout Devices and Tagout Devices*
- *Padlocks and Lockout Clamps*
- *Warning Tags*

Outside Contractors

- The District will inform hired contracts of contents, functions, and details of program.
- Contractors are required to comply with all provisions/procedures.

RECORDKEEPING REQUIREMENTS:

Records:

- Maintained by ESG and available upon request.
- Contact Information: Environmental Services Group | Phone: 651.744.1800
Web Site: <https://www.spps.org/Page/3470> | Email: ESG@spps.org