PennState Physical Plant

Program Highlights

CONTROL OF HAZARDOUS ENERGY

SEPTEMBER 2019

INTRODUCTION

The purpose of this program is to protect employees from any hazardous energy being released during the servicing of equipment. This program applies to all OPP Employees who work on energy sources.

TRAINING

Authorized Employees shall be trained by EHS or OPP Safety in the following:

- The purpose for controlling energy
- Types and magnitude of hazardous energy
- Methods for de-energizing and controlling hazardous energy
- Methods for verifying zero energy state
- What locks and tags are designated for LOTO
- Group lock out procedures

Affected Employees shall be trained in the following

- The purpose of LOTO
- What designated PSU locks and tags look like
- Instructed not to tamper or disturb LOTO in anyway

INSPECTIONS

Authorized employees shall be evaluated by the supervisor on an annual basis using the annual evaluation tool **Lockout evaluation form**

KEY ELEMENTS

- Locks and tags shall be placed on energy isolation devices during the servicing of equipment
- Only the PSU tags and red PSU safety locks that are issued shall be used
- Equipment specific lock out procedures shall be developed for each piece of equipment
- Everyone working on the equipment must install their own lock and tag.
    - Approved group lock out procedures may be utilized for group lock out

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- Locks are only to be applied while the employee is working on the equipment and should be removed at the end of the work shift. They are not intended for seasonal or longer term shutdowns that extend beyond the work shift.
    - Out of service tags, crew locks or M locks shall be used to protect equipment between shifts.
- Locks can only be removed by the lock owner or the supervisor of the lock owner.
    - The supervisor must authorize and document the removal of a lock out lock. **Lock removal form**

REFERENCE

PSU Lockout/Tagout Program