HAZARDOUS ENERGY
CONTROL PROGRAM
December 2012

A. SCOPE AND APPLICATION

The Hazardous Energy Control Program is established in accordance with 29 CFR 1910.147, “The Control of Hazardous Energy (Lockout/Tagout)” and describes the procedures to protect employees from the hazards of uncontrolled energy during the servicing or maintenance of machines and equipment at all University of Nevada, Las Vegas (UNLV) properties.

B. COMPLIANCE WITH PROGRAM

This procedure applies to UNLV employees and student workers who work with/maintain machines and equipment that is subject to lockout/tagout.

C. DEFINITIONS

(1) Authorized Employee – An employee who locks out or tags out machinery and equipment in order to perform servicing or maintenance.

(2) Affected Employee – Anyone who works with machinery or equipment on which servicing or maintenance is being performed under lockout/tagout or those whose job requires work in an area in which such servicing or maintenance is being performed.

(3) Other Employee – Employees whose work operations are or may be in an area where energy control procedures may be utilized.

D. DUTIES AND RESPONSIBILITIES

(1) Risk Management and Safety (RMS)

   a. Establish the Hazardous Energy Control Program.

   b. Coordinate equipment specific procedures developed by department for applicable equipment.
c. Provide notification to departments when equipment specific procedure reviews are required.

d. Develop and offer training to authorized, affected and all other employees, as defined.

(2) Department Managers and Supervisors

a. Implement Hazardous Energy Control Program requirements.

b. Identify authorized employees for equipment owned by the department.

c. Ensure authorized employees complete the required training.

d. Ensure periodic inspections of equipment specific procedures are completed annually.

e. Acquire locks, tags, and lockout devices for use on equipment.

f. Organize a system to secure and store locks, tags, and tagout devices that are not in use.

g. Establish a method to account for locks, tags, and tagout devices that have been placed on machines or equipment.

h. Ensure all machines and equipment are properly equipped with energy control devices.

i. Notify RMS if equipment is added to determine a requirement for equipment specific procedures.

j. Inform departmental employees when contractors and sub-contractors lockout/tagout procedures apply.

(3) Authorized Employee

a. Attend Lockout/Tagout Authorized Employee Training.

b. Review and understand the energy control procedures for the machines and equipment on which they perform lockout/tagout.

c. Perform lockout/tagout in accordance with the procedures established for the machines and equipment.

d. Notify the supervisor if situations/conditions that prevent the completion of any steps specified for a lockout/tagout procedure.
e. Ensure that locks, tags, and lockout devices are only used for the purpose intended.

f. When issued to them, maintain control of the locks, tags, and lockout devices.

g. Perform periodic inspections on equipment other than their own when requested.

(4) **Affected and “Other” Employee**

a. Attend Lockout/Tagout Awareness Training.

b. Do not remove locks, tags, or lockout devices from machines and comply with all other restrictions or limitations imposed.

**E. CONTRACTORS/SUB-CONTRACTORS**

(1) Contractors and sub-contractors whose job assignments require the use of lockout/tagout while working on UNLV properties shall comply with the requirements specified in 29CFR 1910.147, *The Control of Hazardous Energy*.

(2) Contractors and sub-contractors shall submit a copy of their written Lockout/Tagout Program to the UNLV point of contact, if requested.

(3) If contractors and sub-contractors desire a copy of the UNLV energy control procedure, it will be provided by the UNLV point of contact, which will access the procedure at the RMS website location: [http://rms.unlv.edu/occupational/LOTO/](http://rms.unlv.edu/occupational/LOTO/).

**F. ENERGY CONTROL PROCEDURES**

(1) Energy control procedures for specific machines and equipment at UNLV is available at: [http://rms.unlv.edu/occupational/LOTO/EquipSpecProc/](http://rms.unlv.edu/occupational/LOTO/EquipSpecProc/)

(2) When specific energy control procedures are not available for machines or equipment, then the general procedures shown at Attachment A shall be followed.

**G. GROUP LOCKOUT**

(1) Group lockout and tagout will be used when more than one individual (either from the same or different departments) is working on the same machine or equipment.

(2) A supervisor responsible for the operation will designate one authorized employee to oversee the job.

(3) The designated authorized employee will ensure proper procedures are followed for the machine or equipment.
a. Each employee applied a lock and tag at the location and removes their own when the work is completed.

b. The designated authorized employee overseeing the job will remove their lock and tag last.

c. The designated authorized employee overseeing the job, upon completion of work, will check that all employees are accounted for and the area is safe to perform a restart.

H. SHIFT CHANGE OVER

(1) When possible, job assignments will be completed by the individuals who placed locks, tags, and lockout devices on machines or equipment.

(2) When job assignments cannot be completed and a shift changeover needs to occur, the supervisor of the authorized employee coming on duty will receive instruction on the status of job from their supervisor.

(3) The authorized employee coming on duty will place their lock and tag on the lockout device. The authorized employee being relieved will then remove their lock and tag from the lockout device.

(4) The authorizing employee coming on duty will test the machine or equipment prior to commencing work to ensure it is not energized.

I. REMOVING LOCKS – OWNER NOT PRESENT

(1) If an individual who installed locks, tags, and lockout devices on machines or equipment is not present to remove them, but can be contacted, the supervisor will perform the following action:

a. Call the authorized employee to obtain information about the job status.

b. Determine if any problems would be incurred by removing locks, tags, and lockout devices.

c. Inform the authorized employee that their locks, tags, and lockout devices will be removed upon completion of the job.

d. Assign other authorized employees to complete remaining work.
(2) If the authorized employee is not present and cannot be contacted, the supervisor will:

a. Review the job progress to-date.

b. Determine if the remaining work can be completed safely without exposing anyone to injury or causing property damage.

c. Assign other authorized employees to complete the work.

d. Supervisor of the authorized employee performing the work will remove the lock, tag and lockout device upon completion of work.

e. Supervisor will provide an update on the status of the job to the authorized employee whose lock and tag were removed.

J. PERIODIC INSPECTION

(1) The department supervisor or manager will assign an authorized employee (other than those who normally work with the equipment) to perform the inspection.

(2) During the inspection, the authorized employee will complete the steps for the equipment specific procedure.

(3) Inspection results will be recorded on the “UNLV Lockout/Tagout Periodic Inspection” (see Appendix B) and forwarded to RMS upon completion.

(4) The authorized employee who performs the inspection and authorized employees for the equipment will review the inspection report to determine if any steps need changing and provide recommendations to RMS for correction.

(5) RMS and department managers will review and approve revisions to the procedures.

(6) Upon receipt of inspection report, RMS will review, update procedures and post to the website.

K. TRAINING

(1) Authorized employees will receive the required general training before placing locks, tags and lockout devices on new or existing equipment.

(2) Department Managers and Supervisors provide the equipment specific training and inform employees of any updates to the procedures.

   a. When annual reviews indicates that changes are required to procedures.
b. When departments add equipment to their inventory which present new hazards.

c. Deficiencies exist in authorized employees’ knowledge and/or use of existing procedures.

(3) Retraining may be necessary when authorized employees demonstrates a lack of understanding or fails to follow the steps prescribed.

J. **APPENDICES**

Appendix A – “General Lockout Procedures”

Appendix B – “UNLV Lockout/Tagout Periodic Inspection”
Appendix A
General Lockout/Tagout Procedures

Authorized employees will follow the general procedures below unless equipment specific procedures have been developed.

1. Identify the type and magnitude of energy sources, the hazards to be controlled, and the location of energy isolating devices.

2. Notify all personnel in the area that the machine or equipment will be turned off and tagged/locked out.

3. Turn off or shut down the machine or equipment and install lockout devices, locks, and tags on the energy isolating devices.
   
   Note: Tags shall not be used alone. They must only be used in conjunction with locks and lockout devices.

4. Relieve, disconnect, or restrain residual energy.

5. Attempt to activate machine or equipment controls to verify that isolation and de-energization of energy has been successfully completed.
   
   Note: Use test equipment, as needed, to ensure that all residual energy has been released from the machine or equipment.

6. Perform the servicing, maintenance, or repair prescribed for the machine or equipment.

7. Upon completion of the servicing, maintenance, or repair, inspects the work area to ensure that all non-essential items have been removed, guards have been re-installed and that all machine or equipment components are intact.

8. Check to ensure that all affected and other employees have been safely positioned away from the machine or equipment and then notify them that lockout devices, locks, and tags will be removed.

9. Remove all lockout devices, locks, and tags placed on the machine or equipment.

10. Start the machine or equipment using normal startup procedures and then check for proper operation.
Appendix B
UNLV Lockout/Tagout
Periodic Inspection

Procedure Used: ___________________________ Date of Review: ____________________

Machine Location (building/room): ____________________________________________

Authorized Employee (s) Performing Inspection:

1. ___________________________________________ ________________________________
   (Signature) (Department)

2. ___________________________________________ ________________________________
   (Signature) (Department)

Authorized Employee (s) Observing Inspection:

1. ___________________________________________ ________________________________
   (Signature) (Department)

2. ___________________________________________ ________________________________
   (Signature) (Department)

3. ___________________________________________ ________________________________
   (Signature) (Department)

Observations/Changes Recommended:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

RMS Review:

1. ___________________________________________ ________________________________
   (Signature) (Date)

Note: After completing this form, please forward to RMS, mail stop 1042, who will file until the
next periodic review is completed.