

Lockout / Tagout – Control of Stored Energy

What is the hazard?

During repair and maintenance operations, machinery or equipment that has been shut down in order to safely conduct the repair may accidentally be reenergized by someone who is not aware that work is occurring (e.g., they flip the switch or circuit breaker back on). If this occurs, the employee doing the repair could be electrocuted, caught up in the machinery, crushed, have an amputation, etc.

Level of Employee Exposure

Do you have employees exposed to this hazard?

Any employee conducting maintenance / repair, installation, set-up, or inspection of equipment with “stored energy” (electrical, hydraulic, gravity, kinetic) is at risk. This includes equipment and machinery that can move (rise, fall, rotate, press, etc.), with suspended weight, that can discharge air, water, or other material with force, or expose an employee to electricity.

Examples: Employees who are: conducting work on electrified equipment,, elevator repair and inspection, amusement ride inspections, repair of industrial machinery, working underneath a suspended vehicle....

YES / NO

If you answered NO, you never have any employees exposed to this hazard, you have completed this hazard assessment tool.

If you answered YES, please complete the table below and continue on with the remainder of this hazard assessment tool.

List the tasks that expose your employees to this hazard.

Estimate the number of employees conducting each task, and the estimated frequency that each task is conducted (first per employee and then for the agency overall (e.g., how many times per day/week/month or year)).

1. Describe task that exposes employees to this hazard	2. How often, on average, would an individual employee conduct this task? (list either times per week, per month, or per year, whichever best applies).	3. How many employees do you have who conduct this task?	4. Multiply the answer for #2 by the answer for #3 to get a total exposure for your employees.
<i>Example: Inspection of an amusement ride that could have stored energy.</i>	<i>20 times per year</i>	<i>50 employees</i>	<i>1,000 times per year</i>

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Use of Technical Standard / Regulation / Guideline

What regulation or standard do you follow to protect employees from this hazard, if any?

Upper Management Support / Policy / Full Hierarchy Accountability

Is there a written policy/program on this hazard?

Who is in charge of ensuring that employees are kept safe from this hazard? A) At the senior management level. B) During day-to-day operations.

How does the agency ensure that the regulation or policy relative to this hazard is followed by all employees?

CONTROLS

Controls - Administrative

Do you have written energy control procedures. If yes, please list the elements of this policy.

For which machines, if any, do you have machine-specific procedures?

How is it determined when lockout/tagout should be used?

By regulation or standard?

By your written policy?

By specific criteria?

Always use for certain tasks or equipment?

Case-by-case or field determination?

There is no method for determining when lockout/tagout is used.

If lockout/tagout should be used, how often is it actually used?

Always Mostly Half-the-time Sometimes Never

Do you have a procedure or policy for group lockout?

Do you have a procedure or policy if you have outside contractors coming to your site?

Do you have a procedure or policy if you are going onto someone else's site?

Training / Certification

What training have employees received relative to this hazard?
For employees who may be directly exposed to stored energy.
For employees who may be affected, for example those whose machinery might be repaired.
For all other employees.

CONTROLS

Controls - Equipment

Has every employee who may be exposed to stored energy been provided with their own lock and key?

Do you have group lockout equipment?

Controls - Administrative

Is tag/out used instead of lock/out? Why? Is lock/out feasible instead?

What measures have been taken to ensure that your tag/out program provides the same level of safety as lock/out?

Are periodic inspections of energy control procedures conducted?

Are there any other specific controls to protect employees from this hazard?

Emergency Response Planning

Is there a plan in place to respond to an accident or emergency with this hazard?

Concerns / Near Misses / Accidents

Is there a designated person to whom employees go with complaints or concerns about this hazard?

Is there a formal reporting procedure for near misses (narrowly avoided accidents)?

Is there a formal reporting procedure for accidents/injuries/illnesses with this hazard?

Have you had any accidents or near misses with this hazard? Please give an estimated date and brief description.

Prevention

In the “Level of Employee Exposure” section, you identified tasks that expose employees to the hazard assessed in this tool.

Can you identify any ways that would eliminate or reduce employee exposure to this hazard?

For example, can you eliminate the hazardous task?

Modify the hazardous task?

Use a tool instead to eliminate the need for the employee to enter the hazardous area?

Do the task remotely?

What would be needed to implement these preventive measures?

Other / Comments / Anything You Want to Add

Are there any other controls to protect employees from this hazard?

Any other general comments:

IF YOU HAVE QUESTIONS OR NEED ASSISTANCE WITH THIS DOCUMENT,
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