

# Appendix A:

## HAZARDOUS ENERGY CONTROL PROCEDURE

Equipment to be isolated:		
Manufacturer:	Model #	Serial #
Equipment location:	Building	Room

Type and magnitude of hazardous energy to be controlled (electric, natural gas, steam, hydraulic, spring, gravity, mechanical, pneumatic):
Location of energy isolation device(s) and equipment controls:

Specific instructions for shutdown, restraint, isolation, and/or dissipation of hazardous energy (please include precise, step-by-step information):

1. Lockout / Tagout shall only be completed by trained, authorized employees
2. Prepare for equipment or circuit shutdown.
3. Shutdown equipment or circuit.
4. Isolate from energy source.
5. Relieve all stored, residual energy.
6. Apply LOTO device.
7. Verify energy isolation and relief of stored energy.  
**CAUTION: RETURN OPERATING CONTROLS TO "OFF" OR "NEUTRAL" POSITION AFTER THE TEST.**

For electrical energy sources, a qualified person shall use test equipment to test the circuit elements and electrical parts to which employees will be exposed and verify that they are de-energized.

8. Complete the desired work.
9. After completion of work, safely release from LOTO by:
  - a. Inspecting work area.
  - b. Restoring all safety devices.
  - c. Check/notifying affected employees.
  - d. Removing LOTO device.

Lock-out device(s) required:

Method to verify complete isolation of equipment:

Procedure completed by: \_\_\_\_\_  
name/title

Supervisor: \_\_\_\_\_  
name/title

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please retain original procedure and send one copy to the Environmental Health & Safety Office**