



**HAZARDOUS ENERGY CONTROL
(LOCKOUT/TAGOUT)
PROGRAM**

**DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES
332.15
OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION
(OSHA) 1910.147**

Approved by:

The Safety Committee on 10/13/2015

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Preface

This program contains procedures intended to comply with SPS 332.15 and OSHA 1910.147.

Purpose

Menasha Utilities is committed to providing a safe and healthy work environment for employees. This program establishes, implements, and maintains effective procedures to prevent the unexpected startup or release of stored energy that may cause injuries to an employee while performing maintenance, servicing, or the new installation of equipment/machinery.

Hereafter, Menasha Utilities will be referred to as "The Utility".

Exceptions:

This written program does not cover or apply to the following;

- 1) Installations under the exclusive control of electric utilities for the purpose of power generation, transmission, and distribution; including related equipment for communications or metering. It also does not cover exposure to electrical hazards from work on, near, or with conductors or equipment in electric utilization installations, which is covered by OSHA regulation 29 CFR 1910, Subpart S.
- 2) Apply to work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or start up of the equipment is controlled by the unplugging of the equipment from the energy source and by the plug being under the exclusive control of a single employee performing the servicing or maintenance.
- 3) Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water or petroleum products when they are performed on pressurized pipelines, provided that the employer demonstrates that (1) continuity of service is essential; (2) shutdown of the system is impractical; and (3) documented procedures are followed, and special equipment is used which will provide proven effective protection for employees.
- 4) Minor tool changes and adjustments, and other minor servicing activities, which take place during normal production operations, are not covered by this written program if they are routine, repetitive, and integral to the use of the equipment for production, provided the work is performed using alternative measures which provide effective protection. (See OSHA regulation 29 CFR 1910, Subpart O)

Program Administrator

The Program Administrator or his/her designee (hereafter referred to as Program Administrator) is responsible for the implementation of this program, making this program available to all employees, and providing required training.

The Program Administrator and the Regional Safety Coordinator will review the plan annually for any changes and revise as necessary.

Definitions

Affected Employee – employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tag-out, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed

Authorized Employee – person whose duty requires him/her to lock out or tag out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An Affected Employee becomes an Authorized Employee when that employee's duties include performing servicing or maintenance covered under this section

Capable of Being Locked Out – energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it. Other energy isolating devices are capable of being locked out if lockout can be achieved without the need to dismantle, rebuild, or replace the energy isolating device or permanently alter its energy control capability

Energized – connected to an energy source or containing residual or stored energy

Energy Isolating Device – a mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: a manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and, in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices

Energy Source – any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy

Hot Tap – a procedure used in the repair, maintenance and service activities which involves welding on a piece of equipment (pipelines, vessels or tanks) under pressure, in order to install connections or appurtenances. It is commonly used to replace or add sections of pipeline without the interruption of service for air, gas, water, steam and petrochemical distribution systems

Lock-Out – the placement of a lock-out device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed

Lock-Out Device – a device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds

Normal Production Operations – the utilization of a machine or equipment to perform its intended production function

Other Employee – employee whose work operations are, or may be, in an area where energy control procedures may be utilized

Qualified Individual – a person who has skills and knowledge related to the construction and operation of the equipment and installations and has received safety training to recognize and avoid the potential hazardous energies involved (see also NEC/NFPA 70 Article 100)

Servicing and/or Maintenance – workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying and maintaining and/or servicing machines or equipment. These activities include lubrication, cleaning, or unjamming of machines or equipment and making adjustments or tool changes where the employee may be exposed to the **unexpected** energization or startup of the equipment or release of hazardous energy

Setting Up – any work performed to prepare a machine or equipment to perform its normal production operation

Tag-Out - the placement of a tag-out device on an energy isolating device, in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag-out device is removed

Tag-Out Device - a prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag-out device is removed

Program Administrator Responsibilities

- Ensure that this program is available to all employees for review
- Comply with all program procedures and regulations and hold employees accountable for safe work practices when completing hazardous energy control
- Ensure that all employees comprehend the hazards associated with all forms of energy
- Provide and maintain proper engineering, administrative controls and PPE to comply with State and Federal regulations
- Provide all required job and safety training as required by State and Federal regulations
- Conduct an annual review of the effectiveness of this program, and revise as needed
- Ensure Authorized Employees are supplied with approved hazardous energy control devices as required by specific job hazards
- Ensure proper care, function, and routine inspection of all LOTO devices
- Ensure that an annual LOTO inspection record of Authorized Employees is maintained
- Ensure an inventory of all machines and equipment that require hazardous energy control procedure is maintained and updated as appropriate (NOT an OSHA requirement; best practice, use as applicable)

Authorized Employee Responsibilities

- Inspect, use, maintain, and store LOTO devices in accordance with established practices and training received
- Follow established hazardous energy control procedures
- Follow safe entry practices and procedures while conducting work in confined spaces
- Shall report any device or procedural deficiencies to the Program Administrator
- Shall report any changes, modifications, or additions of machines and/or equipment to the Program Administrator
- Shall communicate with Program Administrator and other Authorized Employees regarding contractor projects requiring LOTO
- Participate in periodic LOTO inspections of other Authorized Employees

Affected Employee Responsibilities

- Shall abide by the applicable rules and procedures of the LOTO program
- Shall contact the Program Administrator if questions arise regarding hazardous energy control procedures

Methods of Compliance

The following steps shall be utilized to develop the LOTO procedures for the control of potentially hazardous energy when employees are engaged in the activities covered by this program.

Identify Hazardous Energy Sources

Review the machine and/or equipment for the source(s) of hazardous energy source along with applicable manufacturer documentation.

LOTO Procedure Development

The LOTO procedures are completed by a qualified individual in the following sequence:

- 1) Identify or recognize equipment (by review of applicable equipment manuals or schematics) that presents a risk of electrical, mechanical, pneumatic, hydraulic, gravitational, thermal, or other stored potential energy sources
- 2) Identify energy sources and location
- 3) Identify the method and LOTO device(s) needed to isolate energy source(s)
- 4) Fill out required information on the equipment-specific LOTO procedure
- 5) On procedure, add language describing location of energy source, application of LOTO device(s), or any other instructions needed for the LOTO procedure
- 6) After all steps have been completed, conduct an audit to ensure the procedures are correct, functioning properly

Lockout/Tagout (LOTO) Procedures

- 1) Notify Affected Employees

Prior to applying energy control procedures, the Authorized Employee who shuts off the power (or isolates equipment from energy sources) and locks or tags out the equipment shall notify the Affected Employees of those intentions. The Authorized Employee should:

- a. warn Affected Employees of the energy shut off
- b. indicate that the equipment is locked (or tagged) out
- c. specify the reason for the shutdown

- 2) Shut Down Equipment

The equipment or machine to be maintained/serviced is shutdown by the normal stopping procedure. (A "**DO NOT OPERATE**" (or equivalent) tag is also affixed to the operating switch or control, if "tagout" is used)

- 3) Isolate Equipment

The equipment or machine is de-energized, secured and isolated from its energy sources before maintenance or servicing begins. Energy isolating/cutoff devices are applied as appropriate (e.g. hasps, covers, chains, etc.).

- 4) Attach LOTO Devices

When equipped to accept them, locks with identification tags are placed on energy cutoff devices to hold them in the "off" position. Tagout is used only when the equipment/machine will not accept locks. Each Authorized Employee places a personal lock/tag on the energy isolating device before beginning work.

5) Release Stored Energy

After LOTO devices are in place, the stored (potential) energy sources involved with the equipment (e.g. electrical, gravitational, mechanical, and/or thermal energy) are disconnected, drained, or otherwise made safe by blocking or repositioning components. This may include:

- a. Releasing pressurized hydraulic, air, steam, gas, or water lines
- b. Discharging electrical capacitors
- c. Releasing of spring loaded systems
- d. Blocking any rotating, swinging or elevated parts

6) Verify Isolation

The Authorized Employee verifies that hazardous energy sources are isolated before maintenance/service begins. This is usually accomplished by turning the normal operating controls for the equipment to the "on" position (and then turning it off again).

7) Perform Work

After verifying that the equipment or machine has been isolated, Authorized Employees do the service or maintenance work as scheduled.

Return Equipment Back to Service

- 1) After maintenance/service is completed, but before the system is energized, the Authorized Employee shall inspect the equipment or machine and ensure that:
 - a. Operating controls are set to the "off" position
 - b. Tools and nonessential items are removed and equipment components (e.g. guards) are in place
 - c. Affected Employees and Other Employees in the work area are warned that power is about to be restored
 - d. Employees are safely positioned away from the equipment/system
 - e. Locks or tags are removed from the energy isolating device(s) by the employees who applied them
 - f. The Program Administrator is contacted for special conditions or if problems arise
- 2) After locks or tags are removed, the Authorized Employee notifies the work area supervisor that maintenance/service is completed and returns the machine/equipment to the normal operating mode (as directed).

Lockout/Tagout Hardware

Appropriate LOTO hardware is provided by the Utility and may consist of tags, locks, hasps (group lockout devices), chains and other materials for securing, isolating or blocking equipment from energy sources. LOTO devices shall be attached in a manner that will hold the energy isolating device in a “safe” or “off” position by Authorized Employees.

Tags shall warn against hazardous conditions if the machine/equipment is energized and shall include a legend such as “Do Not Start”, “Do Not Open”, “Do Not Operate”, etc.

LOTO devices shall indicate the identity of the employee applying the device(s).

Limited Use of Tagout

If an energy isolating device is not capable of being locked out, a tagout system shall be used. Tags shall be attached to the same location as the lock would have been in a system that is capable of being locked out. Tagging shall offer the same degree of protection as locking. When tags are used on energy isolating devices capable of accepting a lock, the tag shall be affixed at the same point attachment as a lock would be. When a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

When possible, additional control measures should be taken to backup the tagout device (e.g. opening an extra disconnecting device or removal of a valve handle). Additional control measures will be applied at the discretion of the Program Administrator.

Periodic Inspection of Energy Control Procedures

A periodic inspection of the energy control procedures is conducted at least annually by the Program Administrator and/or designated Authorized Employee(s). If the periodic inspection identifies inadequacies (e.g. additional training, modifications in procedures, etc.), corrections are made by the Program Administrator before any further maintenance/service is conducted on the equipment/machine. The *Certified Energy Control Procedure* is modified by the Program Administrator, as appropriate.

Shutdown of Equipment for Extended Periods

If equipment that is being maintained/serviced must be shutdown for extended periods of time (i.e. awaiting parts, lack of funding, etc.), the personal LOTO device(s) may be removed by the Authorized Employee and the isolating device(s) will be secured by a lock/tag attached by the Program Administrator. When maintenance/servicing can be completed or continued, Authorized Employee(s) will reattach the personal LOTO device(s) and the one attached by the Program Administrator may be removed.

Group Lockout/Tagout

The Program Administrator designates an Authorized Employee to be in charge of those special cases where group LOTO procedures are necessary (e.g., a work crew). Each group shall follow the same procedure. The designated Authorized Employee and the other Authorized Employees on the crew/group will be identified on *Sample Energy Control Procedures* form. The designated Authorized Employee is responsible for:

- 1) Ensuring the continuity of energy control measures for the group (e.g. obtaining the appropriate group LOTO device)
- 2) Continually monitoring the work to ensure the crew/group employees are not exposed to hazards associated with LOTO
- 3) Verifying that all procedures for "returning the equipment back into service" are completed before taking off the crew/group LOTO device
- 4) Contacting the Program Administrator if problems occur (or additional group coordination is necessary) regarding LOTO

Each Authorized Employee shall affix a personal LOTO device to the group lockout device, group lockbox, or comparable mechanism when he or she begins work, and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.

Shift Changes

It is the responsibility of the off-going shift supervisor involved with the locked or tagged out equipment or machine to ensure that the continuity of that energy control procedure is maintained until the on-coming shift supervisor arrives. The continuity of the program is maintained through a LOTO device attached by the designated Authorized Employee(s) or the Program Administrator. Whatever method is used, it will be documented on the *Certified Energy Control Procedure* form.

Removal of Locks/Tags by Other than the Authorized Employee

If a LOTO device has not been removed and all work is completed, the Authorized Employee who attached it will be contacted to remove it. LOTO devices are removed only by the person who attached it unless the Program Administrator determines that special conditions exist (e.g. the employee has gone home and has forgotten to remove his/her lock or tag). The Program Administrator ensures personnel safety regarding the removal of a lock/tag under special conditions.

The Supervisor assists the Program Administrator with the following steps and safeguards when this special condition is suspected:

- 1) Notify the Program Administrator that a lock/tag has not been removed and his/her assistance is needed to determine if a special condition exists
- 2) Verify that the Authorized Employee is not at the facility
- 3) Make all reasonable efforts to contact the Authorized Employee and inform him/her that the device has been removed
- 4) Remove the lock/tag. This is done by the Program Administrator after ensuring that appropriate steps for "Returning Equipment Back to Service" have been taken
- 5) Ensure that the Authorized Employee has knowledge that the device has been removed before resuming work
- 6) Document all steps taken before removing lock(s), tag(s) and device(s)

Testing and Repositioning Machines or Equipment

When LOTO (and isolating) devices must be removed during maintenance/servicing and the machine/equipment must be re-energized (e.g., repositioning), the Authorized Employee takes the following sequence of actions:

- 1) Clear the machine or equipment of tools and materials
- 2) Check the work area to ensure employees have been safely positioned or removed

- 3) Notify Affected Employees that lockout/tagout devices have been removed
- 4) Remove his/her LOTO device, as necessary (if the Authorized Employee who attached the lock/tag is not available, the device may be removed according to the procedure described in item #4, above)
- 5) Energize the machine or equipment and proceed with testing or repositioning
- 6) When testing/repositioning is completed, de-energize the equipment or machine, apply locks, tags, etc. (i.e. follow the Certified Energy Control Procedure, Form LO/TO2)

Exchange of Information with Contractors

When the work of a contractor involves machines/equipment with specified hazardous energy control procedures, the Program Administrator shall ensure that there is an exchange of information regarding the LOTO procedures between the Utility and the contractor. The *Exchange of Energy Control Procedures* form shall be used for this purpose.

The *Certified Energy Control Procedure* is attached to the *Exchange of Energy Control Procedures* form, if applicable. The Program Administrator shall ensure that the hazard-specific information is exchanged prior to the time the maintenance or servicing begins.

SPECIAL CONDITIONS

The intent of this part is to provide continuity of LOTO protection when unusual circumstances exist.

Hold Tag Procedure

Per OSHA 29 CFR 1910.269

Refer to:

- ATC Operating Procedure TOP-20GN-47: Transmission Switching Clearance Procedure
- APPA Safety Manual 202: Hazardous Energy Control/Lockout-Tagout (Refer to Utility Dispatching Policies)

Training and Communication

The Program Administrator will ensure that all affected employees participate in training upon hire and as needed thereafter, or when procedural changes take place. New or transferred employees shall also receive required training prior to participating in job tasks with potential exposures to hazardous energy.

The training program will contain at least the following for each affected employee:

- 1) The location of a copy of this Hazardous Energy Control Written Program
- 2) Abide by all the rules of the Hazardous Energy Control Written Program
- 3) Never attempt to remove, bypass or tamper with LOTO devices or equipment
- 4) Heed the instructions of the authorized employee(s)
- 5) Conduct all training for Authorized, Affected and all other employees
- 6) Contact the Program Administrator if questions arise regarding the Hazardous Energy Control procedures

The Regional Safety Coordinator is responsible for conducting training and maintaining all training records to meet regulatory compliance.

Employee Training

Employees who may work in an area where this program applies are informed of the general procedures and function of the Hazardous Energy Control Program, including the restrictions related to starting or re-energizing machines or equipment that are locked or tagged out. Affected Employees are further instructed on the purpose and use of the energy control procedures. Finally, Authorized Employees receive in-depth training regarding the Hazardous Energy Control Program.

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least **(3) three years**.

The training records include:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The name of the trainer
- The names, job titles, and signatures of all persons attending the training sessions
- The completed tests of all persons attending the training sessions, when applicable

Program Evaluation and Review

The Program Administrator, in conjunction with the Regional Safety Coordinator, shall review the Hazardous Energy Control (Lockout/Tagout) Program annually to determine its effectiveness and provide input for potential revisions.

CONTROL OF HAZARDOUS ENERGY SOURCES PROGRAM CERTIFIED ENERGY CONTROL PROCEDURE

When completed, this form is used to identify and control hazardous energy sources involved when maintaining/ servicing this equipment or machine. Follow the procedure on the back side in conjunction with the specific information below for the necessary energy control procedures.

Department: _____ Building: _____ Date: ____/____/____
Location/Area: _____

I. Equipment or Machine Name:

II. Authorized Employees:

III. Affected Employees:

IV. Maintenance/Services conducted on this equipment that require Lockout/Tagout:

V. Review of Energy Control Procedures (check or mark as appropriate and as necessary)

Control Method:

Lockout Tagout Other: _____

Comments: _____

Energy Type:

Mechanical Hydraulic Electrical Other: _____

Comments: _____

Magnitude of Energy:

Horsepower Voltage Pressure Other: _____

Comments: _____

Energy Isolation (cutoff) Device:

Switch Valve Block Chain Hasp

Other: _____

Comments: _____

Energy Release Method:

Ground Position Bleed/Drain Restrain

Other (list) _____

Comments: _____

Control of Hazardous Energy Sources (LOTO) Procedures

Authorized Employee LOTO Procedure. Note specific items on opposite page (or special info, if attached).

1. Identify all hazardous energy sources, the magnitude and type of energies, and the method or means to control the hazardous energies.
2. Notify Affected Employees that energy will be shut off, the specific machines/equipment involved, and the reason why it is being locked (or tagged) out.
3. Shutdown equipment according to the normal stopping procedure. For tagout, a DO NOT OPERATE (or equivalent) warning tag must be affixed to the "off" / control switch.
4. Isolate equipment. Apply isolating/cutoff device(s).
5. Apply lockout/tagout. Each Authorized Employee places their lock/tag on the energy cutoff device.
6. Release stored energy. Bleed/drain systems to a zero energy state or safe condition: release pressurized lines such as hydraulic, air, steam, gas, and water; discharge equipment with capacitors; release spring loaded equipment; block off mechanical equipment with moving parts; safely position rotating or elevated parts; etc.
7. Verify isolation. Before conducting maintenance/service, turn equipment/system "on" by the normal operating controls to check that it does not operate (then turn back off).
8. Perform scheduled maintenance/service on equipment or machine.

Steps for Returning Equipment Back into Service.

1. Re-check operating controls (place in "off" position).
2. Inspect the equipment/system to make sure all tools and unnecessary items are removed. Check to ensure all components and appropriate guards are in place.
3. Warn other work area employees that power will be restored to this machine/equipment.
4. Ensure work area employees are out of harm's way.
5. Remove locks/tags from equipment. (If an Authorized Employee who applied a lock is not available, contact the Plan Coordinator, proceed as directed).
6. Notify the work area supervisor and return equipment/machine to normal operating mode/function, as directed.

Contact the Department Head or Plan Coordinator for directions regarding special LOTO procedures (i.e. repositioning or testing equipment, shift changes, group lockout/tagout).

CONTROL OF HAZARDOUS ENERGY SOURCES PROGRAM PERIODIC INSPECTION OF ENERGY CONTROL PROCEDURE

This form is used to inspect the energy control procedures for the following machine/equipment

Basic Information: (Complete and compare with current procedures)

Department: _____ Date: ____/____/____

Location/Area: _____

Conducted by:

Authorized employees:

Affected employees:

Maintenance/Services conducted on this equipment that require Lockout/Tagout:

Review the existing Energy Control Procedures and note if "satisfactory" or modifications are needed (i.e. changes, corrections, etc.)

I.E. **Control Methods** Satisfactory ___ Yes ___ No

Modification: Use locks along with tags for better security

Control Methods Modification: _____	Satisfactory ___ Yes ___ No
General Review of Responsibilities and Procedures Modification: _____	Satisfactory ___ Yes ___ No
Energy type(s) Modification: _____	Satisfactory ___ Yes ___ No
Magnitude of Energy Modification: _____	Satisfactory ___ Yes ___ No
Energy Cutoff Device(s) Modification: _____	Satisfactory ___ Yes ___ No
Energy Release Methods Modification: _____	Satisfactory ___ Yes ___ No
Other comments or deficiencies identified: 	

Certification:

This energy control procedure is adequate or modified as noted above. The inspector has reviewed the appropriate responsibilities with the authorized employee(s). Limitations of tagout and appropriate affected employees were included in this review where tagout devices are used.

Inspector's signature: _____ Date: ____/____/____

Authorized Employee: _____ Date: ____/____/____

CONTROL OF HAZARDOUS ENERGY SOURCES PROGRAM
Exchange of Energy Control Procedures

The Hazardous Energy Control (LOTO) standard requires that the employer exchange energy control procedures with contractors who service/maintain equipment or machines that require lockout/tagout. This form serves that purpose and notifies both parties that they must comply with the restrictions and prohibitions of those procedures. This form must be completed by the Employer's Authorized Employee in conjunction with the Authorized Employee of the contractor. The exchange of information must occur before maintenance/service work begins. Attach this form to the Certified Energy Control Procedure(s) being utilized.

A. Identification of Contractor:

Name: _____ Phone: _____

Address: _____ Project: _____

Machine/Equipment: _____ Location: _____

B. _____ Check here to indicate that energy control procedures for the work/equipment/system have been exchanged. Identify the Energy Control Procedure being used to include the specific equipment/machine and location.

Comments:

C. Acknowledged acceptance of the provisions of this form:

Outside Employer Rep: _____ (Signature) _____ (Date)

Authorized Employee: _____ (Signature) _____ (Date)