



London N. Breed, Mayor
Philip A. Ginsburg, General Manager

HAZARDOUS ENERGY CONTROL PROCEDURE

ENVIRONMENT, HEALTH AND SAFETY PROGRAM
501 STANYAN STREET, SAN FRANCISCO, CA 94117-1898 • 415.831.2776 P • 415.831.2098 F

DIRECTIONS: For use in conjunction with the Lockout and Tagout Safe Work Practice. Complete this form for each machine, equipment or procedure which may require lockout or tagout. Like machines, equipment or procedures may be grouped. See the Safe Work Practices for details. Keep the original and send a copy to EHS. Refer to this procedure as needed.

MACHINE, EQUIPMENT or PROCEDURE:			
LOCATION (I.E., MISSION, RICHMOND, PALEGA, ETC.)	STRUCTURE (I.E., REC CENTER, TANK, PARKING LOT, ETC.)	FLOOR	ROOM(S)

Energy Source

<input type="checkbox"/> Electrical	<input type="checkbox"/> Engine	<input type="checkbox"/> Spring	<input type="checkbox"/> Counterweight
<input type="checkbox"/> Flywheel	<input type="checkbox"/> Pneumatic	<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Chemical
<input type="checkbox"/> Thermal	<input type="checkbox"/> Other		

Procedure for Controlling Hazardous Energy

Step	Specific Instructions
1. Shut down machine using normal stopping procedures	
2. Isolate all energy sources listed above	
3. Apply locks to all isolation devices operated	
4. If a tag is used in lieu of a lock when the energy- isolating device is incapable of lockout (the following additional safety precaution(s) shall be taken:	

5. Block or dissipate all stored energy in rams, flywheels, springs, pneumatic or hydraulic systems, etc.	
6. Verify that the machine is locked out by testing the machine operating controls. Return all controls to the "neutral" or "off" position after testing.	

Procedure for Removing Locks or Tags

Step	Specific Instructions
1. Check the machine to be sure it is operationally intact, tools have been removed, and guards have been replaced.	
2. Check to be sure all employees are safely positioned.	
3. Notify all affected employees that locks or tags are going to be removed and the machine is ready for operation.	
4. Remove all locks, blocks, or other energy restraints.	
5. Restore all energy to the machine.	

Other procedures/instructions

Authorization

PREPARED BY:	SIGNATURE:	DATE:
---------------------	-------------------	--------------