Temple University
Environmental Health and Radiation Safety

HAZARDOUS ENERGY CONTROL PROGRAM

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Applies to: all operations and maintenance workers conducting maintenance or cleaning procedures that require the control of hazardous energy.	

1. Purpose

The purpose of the Hazardous Energy Control Program is to protect the health and safety of all individuals who may work with or around machinery while applicable maintenance/service is occurring. This policy establishes a standardized framework for assessing and controlling potential hazards during applicable maintenance/service operations and implementing required machine-specific standard operating procedures (SOPS).

2. Scope

This policy applies to all university employees and contractors who may be required to work with or around machinery during maintenance or cleaning.

3. References

- 29 CFR 1910.147

4. Definitions

Affected Worker: A worker who normally operates the machine being serviced.

Authorized Worker: A worker trained in machine-specific SOPs and authorized to perform maintenance or servicing requiring lockout/tagout.

Other Worker: A worker in the same area where hazardous energy procedures are carried out

Energized: When the machine is connected to an energy source or containing residual or stored energy.

Energy Source: The source that feeds energy to the machine, allowing it to function. EX: breaker, valve

Lockout: The placement of a lock (in addition to a tag) on an energy isolating source, 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.

Residual/Stored Energy: Energy that remains in the machine after the energy source is isolated that can cause unexpected startup of the machine.

Applicable Servicing/Maintenance: Workplace activities where safety guards are bypassed or removed to allow workers to place body parts in a manufacturer's designated danger zone. EX: constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/or servicing machines or equipment.

Tagout: The placement of a tag (in addition to a lock) on an energy isolating source used to indicate that the energy isolating device and the equipment being isolated may not be operated until the tag is removed.

5. Roles and Responsibilities

Environmental Health and Radiation Safety (EHRS)

- Maintain and revise the hazardous energy control program as needed.
- Conduct annual reviews of the policy and all machine-specific standard operating procedures in coordination with the Office of Facilities Maintenance.
- Assess machinery to determine if machine-specific hazardous energy control standard operating procedures are needed.
- Develop and provide training on the hazardous energy control program and all applicable standard operating procedures.
- Maintain all recordkeeping for lock out/tag out training.

Operations & Maintenance

- Maintain and implement the written hazardous energy control program.
- Ensure program availability for internal and external review.
- Inform contractors of machine-specific associated hazards.
- Comply with all machine-specific standard operating procedures.
- Ensure a machine-specific standard operating procedure is developed, and workers are trained prior to introducing new machinery.
- Provide authorized workers with the means necessary to lock out and control hazardous energy when able.

Supervisors

- Ensure workers are trained prior to assigning work that requires lock out/tag out procedures.
- Ensure SOPs are available for authorized workers
- Comply with all authorized worker instructions and training.

- Certify workers on lock out/tag out SOPs initially prior to operating the machine or process and annually thereafter.

Authorized Worker

- Comply with all machine and process-specific standard operating procedures and training requirements.
- Apply and remove lockout/tagout devices only on machines they are authorized to service.
- Inform all affected and other workers when applicable maintenance or service is being performed.
- Notify other workers of any maintenance or service using lock out/tag out procedures.

Affected Workers

- Comply with all authorized worker instructions and training.
- Notify other workers of any maintenance or service using lock out/tag out procedures.

Other Worker

- Comply with all standard operating procedures and training.

6. Procedures

- All machinery must be locked out or tagged out during maintenance, servicing, or cleaning when unexpected startup or energy release could cause injury.
- All machine-specific standard operating procedures will be used during applicable maintenance/service operations.
- Verification of energy isolation must occur before work begins.
- Locks and tags are to be applied and removed only by the authorized worker who is performing the servicing or maintenance.
- Locks with an appropriate tag will be used for all applicable maintenance and service operations.
- Machine-specific standard operating procedures and training will be given to authorized workers prior to using the machines
- Periodic inspections of the program and SOP compliance will be conducted to ensure ongoing effectiveness.

7. Prohibited Practices

- Bypassing another worker's LOTO

- Only utilizing a tag (or vice versa) when conducting LOTO

8. Training and Documentation

- Training on this policy and the applicable SOPs shall be provided annually, upon hiring, and prior to operating new or newly assigned duties.
- All authorized workers must complete initial and refresher training.
- Documentation of training, SOPs, and lockout/tagout applications must be maintained and available for review.
- Training will be provided through general awareness sessions and hands-on sessions on the SOPs.
- Trade Supervisors are responsible for ensuring training is completed before authorizing equipment operation.

9. Reporting and Corrective Actions

- The Facility Safety Specialist and Trade Supervisors are authorized to stop work immediately when LOTO deficiencies, unsafe conditions, or policy violations are observed.
- Stop work authority applies to:
    - Bypassed LOTO procedures
    - Failure to utilize a lock and tag when controlling hazardous energy
    - Any condition presenting an imminent risk of injury.
- Work shall not resume until:
    - The hazard has been corrected
    - Proper procedures are being followed
    - Approval to resume work is granted by the Facility Safety Specialist or Trade Supervisor

10. Related SOPS and Forms

- LOTO SOPs
- Machine-Specific Operating Procedures

11. Program Review

This policy will be reviewed annually to ensure effectiveness and regulatory compliance. The Facility Safety Specialist and applicable Trade Supervisors are responsible for implementing corrective actions identified during the review.