

# Energy Control Procedures

WAC 296-803-500

## Summary

### YOUR RESPONSIBILITY:

To make sure energy control procedures are used and include these requirements

#### You must

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Meet these additional requirements when applying lockout devices  
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Meet these additional requirements when applying tagout devices  
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#### VERIFYING MACHINE ISOLATION

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# Energy Control Procedures

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## Summary

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# Energy Control Procedures

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## Rule

### WAC 296-803-50005

#### Use energy control procedures

##### You must

- Use energy control procedures to protect employees servicing or maintaining machines and equipment from potentially hazardous energy.
- Use a lockout system if an energy-isolating device can be locked out.



##### Exemption:

- A tagout system may be used instead of a lockout system if it meets **all** of the following:
  - The tagout device is attached where you would have put the lockout device
  - The tagout system provides the same level of employee protection as a lockout system
  - You can demonstrate that the tagout system:
    - Meets all tagout requirements of this chapter
    - Includes additional safety measures to provide the same level of safety as a lockout system.



##### Note:

- Additional safety measures used with the tagout system to provide protection equal to a lockout system could include actions such as:
  - Removing part of the isolating circuit
  - Blocking a controlling switch
  - Opening an extra disconnecting device
  - Removing a valve handle.

##### You must

- Use a tagout system if an energy-isolating device can't be locked out.



# Energy Control Procedures

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## Rule

### WAC 296-803-50010

#### Meet these requirements when applying lockout or tagout devices

##### You must

- Make sure, before a machine or equipment is turned off, that the authorized employee knows **all** of the following:
  - Type and magnitude of the energy
  - Hazards of the energy to be controlled
  - Method or means to control the energy
- Turn off or shut down the machine or equipment using established procedures. An orderly shut down is necessary to avoid any additional or increased hazard to employees as a result of the equipment stoppage.
- Completely isolate the machine or equipment from its energy sources using the appropriate energy-isolating devices after the machine or equipment has been turned off.
- Make sure you or the authorized employee notify affected employees that the machine or equipment is being locked or tagged out before the devices are applied.
- Make sure a lockout or tagout device is applied:
  - For each energy-isolating device
  - Only by the authorized employee doing the service or maintenance.

### WAC 296-803-50015

#### Meet these additional requirements when applying lockout devices

##### You must

- Make sure lockout devices hold the energy-isolating device in a "safe" or "off" position.



# Energy Control Procedures

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## Rule

### WAC 296-803-50020

#### Meet these additional requirements when applying tagout devices

##### You must

- Make sure a tagout device is put on an energy-isolating device so it clearly shows that moving the energy-isolating device from the "safe" or "off" position is prohibited.
- Make sure a tagout device, when used with an energy-isolating device that can be locked out, is fastened to the device at the same point a lock would have been attached.
- Make sure a tagout device that can't be attached directly to an energy-isolating device is located:
  - As close as safely possible to the energy-isolating device;
  - and
  - In a position that is immediately obvious to anyone attempting to operate the energy-isolating device.

### WAC 296-803-50025

#### Protect employees from the hazards of stored and residual energy

##### You must

- Make sure all potentially hazardous stored and residual energy is relieved, disconnected, restrained, or otherwise rendered safe after the lockout or tagout devices have been put on the energy-isolating devices
- Continue to verify the isolation of machines and equipment that could reaccumulate stored energy to a hazardous level until:
  - Service or maintenance is completed
  - or
  - The possibility of reaccumulating hazardous energy doesn't exist.



# Energy Control Procedures

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## Rule

### WAC 296-803-50030

#### Verify that the machine or equipment is safe before starting work

##### You must

- Make sure the authorized employee verifies that the machine or equipment that's been locked out or tagged out has been isolated from all energy sources and deenergized before starting work.

### WAC 296-803-50035

#### Meet these requirements when removing lockout or tagout devices and energizing the machine or equipment

##### You must

- Make sure the authorized employee does the following before removing any lockout or tagout device:
  - Inspects the work area to make sure nonessential items have been removed
  - Verifies the machine or equipment is in operating condition and ready to energize.

and

  - Check that employees in the area are in positions that make it safe to energize the machine or equipment.
- Make sure only the authorized employee who applied a lockout or tagout device removes it.

– Continued–



# Energy Control Procedures

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## Rule

### WAC 296-803-50035 (Continued)



#### Exemption:

- The employer may have the lockout or tagout device removed by someone other than the authorized employee who applied it if **all** of the following conditions are met:
  - The energy control program has documented, specific procedures and training for this situation
  - You can show that the specific procedures used are as safe as having the device removed by the authorized employee who applied it
  - The specific procedures include **at least** the following:
    - Verifying the authorized employee who applied the device isn't at the facility
    - Making all reasonable efforts to contact and inform the authorized employee that the lockout or tagout device is being removed
    - Making sure the authorized employee is informed, before resuming work at the facility, that the lockout or tagout device has been removed.

#### You must

- Do the following before energizing or starting the machine or equipment:
  - Notify affected employees that the lockout or tagout devices have been removed.



# Energy Control Procedures

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## Rule

### WAC 296-803-50040

**Meet these requirements if it's necessary to temporarily energize a machine, equipment, or component for testing or positioning**

#### You must

- Follow your normal energy control procedures to:
  - Remove the lockout or tagout devices
  - Energize the machine, equipment, or component
  - Reapply the lockout or tagout devices when testing or positioning is completed.

### WAC 296-803-50045

**Protect employees during shift or personnel changes**

#### You must

- Use specific procedures for shift or personnel changes to:
  - Make sure there's continuous lockout or tagout protection during the change  
and
  - Provide for the orderly transfer of lockout or tagout device protection between employees.



# Energy Control Procedures

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## Rule

### WAC 296-803-50050

#### Protect employees working in a group

##### You must

- Make sure your energy control procedures provide each member of a crew, craft, department, or other group with the same level of protection as that provided by an individual lockout or tagout device.
- Make sure each authorized employee:
  - Puts a personal lockout or tagout device on the group lockout device, lockbox, or comparable mechanism before beginning work
  - and**
  - Does **not** remove it until they have finished work on the machine or equipment.
- Assign a primary authorized employee who:
  - Has overall responsibility for the service or maintenance
  - Attaches their lockout or tagout device to the energy-isolating device when the equipment is deenergized and before any work begins
  - and**
  - Is the last person to remove their lockout or tagout device when the job is completed.



##### Definition:

The primary authorized employee is the authorized employee who has overall responsibility for meeting the requirements of the lockout/tagout procedures.



# Energy Control Procedures

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## Rule

### WAC 296-803-50055

**Meet these additional requirements if more than one group is used**

#### You must

- Do **all** of the following if more than one group works on a machine or equipment that has to be locked or tagged out:
  - Assign an authorized employee as the group coordinator with overall responsibility to:
    - Coordinate the different work groups
    - and**
    - Maintain continuous lockout or tagout protection.
  - Assign a primary authorized employee in each group who has:
    - Responsibility for the group of employees who are protected by a group lockout or tagout device
    - and**
    - A way to determine which employees of the group are exposed to the machine or equipment that's locked or tagged out.



# Energy Control Procedures

WAC 296-803-500

## Rule

### WAC 296-803-50060

#### Coordinate with outside employers servicing or maintaining your machines or equipment

##### You must

- Do the following before allowing another employer's personnel to service or maintain machines or equipment if your energy control procedures require they be locked or tagged out:
  - Inform the outside employer of your lockout or tagout procedures
  - Make sure the outside employer informs you of their lockout or tagout procedures
  - Make sure you and the outside employer confirm that all employees understand and will follow the restrictions of the other employer's energy control program.



# Notes

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