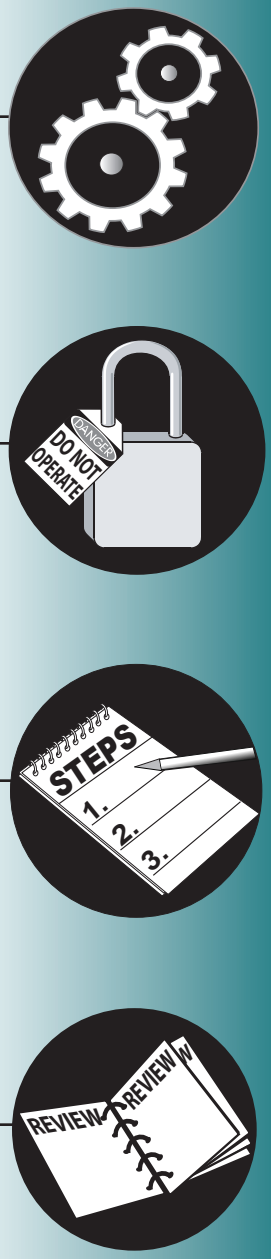
WISHA Department of Labor & Industries

Lockout/ Tagout (Control of Hazardous Energy)



Chapter 296-803

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Standards Update to

Chapter 296-803 WAC, Lockout/Tagout (Control of Hazardous Energy)

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The Department of Labor and Industries has rewritten and reorganized for clarity and ease of use the safety standards for lockout/tagout. The lockout/tagout rules, in chapter 296-24 WAC, Part A-4 were rewritten and adopted as chapter 296-803 WAC. **Please discard chapter 296-24 WAC, Part A-4.**

To receive future updates of this standard and all other Department of Labor and Industries safety and health standards electronically, please sign up on the WISHA Listserv (http://www.lni.wa.gov/Safety/Rules/default.htm). By subscribing to the Listserv, you will also receive rule updates, hearing notices, and informational packets for all safety and health rules.

Also available on the WISHA web site:

- WISHA Core Rules
- Other General WISHA Rules
- Industry and Task-specific Rules
- Proposed rules and hearings
- Newly adopted rules and new rule information
- WISHA Regional Directives (WRDs)
- WISHA Interim Operations and Interpretive Memoranda (WIIM)
- Memoranda of Understanding (MOU)

To receive hardcopy updates of this rule, please return the card located at the back of the book.

Lockout/Tagout (Control of Hazardous Energy)

Chapter 296-803 WAC

Other Rules that may apply to your workplace

- The WISHA Safety and Health Core Rules, Chapter 296-800 WAC, contain the basic requirements that apply to most employers in Washington. They also contain:
  - An Introduction that lists important information you should know, including a section on building, fire and electrical codes.
  - A Resource section that includes a complete list of all WISHA rules and a directory of the Labor and Industries (L&I) offices.
- Other WISHA rules may apply to you, depending on the activities and operations of your workplace. Also, see the Scope of this rule for specific rules that apply to hazardous waste operations. Contact your local L&I office if you're uncertain about which WISHA requirements apply to you.
- To go online to access all the Safety and Health Rules: http://www.lni.wa.gov/wisha
- If you would like to receive e-mail notification of rule updates, please register for the Standards Listserv on the WISHA web site at http://www.lni.wa.gov/home/listservs.htm
- For a CD or paper copy contact us by:

Mail: Department of Labor and Industries
P.O. Box 44620
Olympia, WA 98504-4620

Telephone: 1-800-4BE-SAFE (1-800-423-7233)

Lockout/Tagout (Control of Hazardous Energy)

Chapter 296-803 WAC

Quick Reference

296-803-100	Scope	100-1
296-803-200	Energy Control Program	200-1
296-803-300	Machine Design and Construction	300-1
296-803-400	Energy Control Devices	400-1
296-803-500	Energy Control Procedures	500-1
296-803-600	Training	600-1
296-803-700	Periodic Review	700-1
296-803-800	Definitions	800-1
	Resources	R-1
	Index	IN-1
	Statutory Authority	SA-1

Lockout/Tagout (Control of Hazardous Energy)

Chapter 296-803 WAC

Contents

296-803-100 Scope 100-1

296-803-200 Energy Control Program 200-1
296-803-20005 Establish a written energy control program 200-2

296-803-300 Machine Design and Construction 300-1
296-803-30005 Make sure new or modified machines and equipment can accept lockout devices 300-2

296-803-400 Energy Control Devices 400-1
296-803-40005 Provide appropriate means to control energy 400-2
296-803-40010 Make sure lockout and tagout devices meet these requirements 400-3
296-803-40015 Make sure lockout devices meet these additional requirements 400-3
296-803-40020 Make sure tagout devices meet these additional requirements 400-4

296-803-500 Energy Control Procedures 500-1

ENERGY CONTROL PROCEDURES
296-803-50005 Use energy control procedures 500-3

APPLYING LOCKOUT OR TAGOUT DEVICES
296-803-50010 Meet these requirements when applying lockout or tagout devices. 500-4
296-803-50015 Meet these additional requirements when applying lockout devices 500-4
296-803-50020 Meet these additional requirements when applying tagout devices 500-5

STORED ENERGY
296-803-50025 Protect employees from the hazards of stored and residual energy 500-5

Lockout/Tagout (Control of Hazardous Energy)

Chapter 296-803 WAC

Contents

VERIFYING MACHINE ISOLATION

296-803-50030 Verify that the machine or equipment is safe before starting work 500-6

REMOVING ENERGY CONTROL DEVICES

296-803-50035 Meet these requirements when removing lockout or tagout devices and energizing the machine or equipment 500-6

TEMPORARY ENERGIZATION

296-803-50040 Meet these requirements if it's necessary to temporarily energize a machine, equipment, or component for testing or positioning 500-8

SHIFT OR PERSONNEL CHANGES

296-803-50045 Protect employees during shift or personnel changes 500-8

GROUP LOCKOUT/TAGOUT

296-803-50050 Protect employees working in a group 500-9

296-803-50055 Meet these additional requirements if more than one group is used 500-10

OUTSIDE EMPLOYEES

296-803-50060 Coordinate with outside employers servicing or maintaining your machines or equipment 500-11

296-803-600 Training 600-1

296-803-60005 Provide and document employee training on the energy control program 600-2

296-803-60010 Provide additional training if you use tagout devices.. 600-3

296-803-60015 Retrain employees when necessary..... 600-4

Lockout/Tagout (Control of Hazardous Energy)

Chapter 296-803 WAC

Contents

296-803-700 Periodic Reviews 700-1

296-803-70005 Perform and document periodic reviews to verify employees know and follow the energy control procedures..... 700-2

296-803-70010 Do periodic reviews of procedures using lockout devices..... 700-3

296-803-70015 Do periodic reviews of procedures using tagout devices 700-3

296-803-800 Definitions 800-1

Resources R-1

HELPFUL TOOL

Sample Lockout Procedures R-3

Index..... IN-1

Statutory Authority SA-1

Notes

Lockout/Tagout (Control of Hazardous Energy)

WAC 296-803-100

Scope

This chapter applies to the service and maintenance of machines and equipment, including piping systems, if employees could be injured by the:

- Unexpected energization or start up of the machine or equipment

  or

- Release of stored energy.
  - Energy sources include mechanical, hydraulic, pneumatic, chemical, thermal, or other energy, including gravity.

Note:

- Machines and equipment include those that produce high intensity electromagnetic fields
- When other Title 296 WAC standards require the use of lockout or tagout, they have to be used and supplemented by the procedural and training requirements of this chapter.

Exemption:

- This chapter doesn't apply to:
  - Construction activities covered by chapter 296-155 WAC, Safety Standards for Construction Work
  - Agriculture activities covered by chapter 296-307 WAC, Safety Standards for Agriculture
  - Maritime activities covered by chapter 296-56 WAC, Safety Standards--Longshore, Stevedore and Related Waterfront Operations and chapter 296-304 WAC, Safety Standards for Ship Repairing, Shipbuilding and Shipbreaking
  - Oil and gas well drilling and servicing
  - Installations for generating, transmitting, and distributing electrical power (including related communication and metering equipment) that are controlled exclusively by electric utilities
  - Hot tap operations on pressurized pipelines used to transmit and distribute substances such as gas, steam, water, or petroleum products if the employer can demonstrate that all of the following apply:
    - Continuity of service is essential
    - Shutdown of the system is impractical
    - Proven effective employee protection is provided by following documented procedures and using special equipment

– Continued–

Lockout/Tagout (Control of Hazardous Energy)

WAC 296-803-100

Scope

Exemption (Continued):

– Service and maintenance of fire alarm and extinguishing systems and their components if:
  - Other employees depend on these systems for fire safety

    and
  - Employees working on fire extinguishing systems are protected from the unexpected release of hazardous energy by appropriate alternative measures.

– Work on electric equipment receiving power only through a cord and plug if:
  - Unplugging the equipment eliminates the possibility of unexpected energization, unexpected start up, or the release of stored energy

    and
  - The plug is kept under the exclusive control of the employee doing the service or maintenance.

– Exposure to electrical hazards from electrical work on, near, or with conductors or equipment that is covered by chapter 296-24 WAC, General Safety and Health Standards, Part L, Electrical

– Service and maintenance during normal production operations, if an employee isn't required to:
  - Remove or bypass a guard or other safety device

    or
  - Place any body part into the point of operation or any other hazardous area created by machine operation.

– Minor tool changes, adjustments, and other minor service during normal production operations if:
  - They are routine, repetitive, and integral to the use of the equipment for production

    and
  - The work is done using measures which provide effective protection from hazards.

Energy Control Program

WAC 296-803-200

Summary

YOUR RESPONSIBILITY:

To establish an energy control program

You must

Establish a written energy control program
WAC 296-803-20005 200-2

Energy Control Program

WAC 296-803-200

Rule

WAC 296-803-20005

Establish a written energy control program

You must

- Establish a written energy control program to protect employees that service or maintain a machine or equipment from injury caused by the:
  - Unexpected energization or start up of the machine or equipment

    or
  - Release of stored energy.
- Make sure the program contains all of the following:
  - Energy control procedures as described in WAC 296-803-500
  - Employee training as described in WAC 296-803-600
  - Periodic reviews as described in WAC 296-803-700.
- Develop and document in writing energy control procedures to protect employees doing service or maintenance of a machine or equipment from potentially hazardous energy.

Exemption:

- You don't have to have written energy control procedures for a particular machine or equipment if all of the following apply:
  - The machine or equipment has a single energy source that's easily identified and can be isolated
  - The machine or equipment is completely deenergized and deactivated by isolating and locking out the energy source
  - There's no stored or residual energy that could be a hazard to employees, and the machine or equipment can't reaccumulate such energy after it's been shut down
  - The energy source can be locked out with a single lockout device.

– Continued–

WAC 296-803-20005 (Continued)

Exemption (Continued):

- The machine or equipment is isolated from the energy source and locked out during service or maintenance
- The authorized employee doing the service or maintenance has exclusive control of the lockout device
- The service or maintenance doesn't create a hazard for other employees
- The machine or equipment has never been unexpectedly energized or activated during service or maintenance.

You must

- Make sure energy control procedures clearly and specifically outline:
  - The scope, purpose, authorization, rules, and techniques to control hazardous energy

    and
  - How you'll make sure employees follow the procedures.
- Make sure energy control procedures specifically identify at least the following:
  - When the procedure must be used.
  - What the specific procedural steps are for:
    - Shutting down, isolating, blocking, and securing the machine or equipment.
    - Placing, removing, and transferring lockout or tagout devices and who is responsible for them.
  - How to test the machine or equipment to verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

– Continued–

Rule

WAC 296-803-20005 (Continued)

Note:

- Similar machines and equipment may be covered by a single written procedure if all of the following apply:
  - They use the same type and magnitude of energy.
  - They have the same or similar types of controls.
  - The specific machines and equipment covered by the procedure are identified by at least type and location.

Helpful Tool:

Sample Lockout Procedure

You can find a sample fill-in-the-blank lockout procedure in the Resources section of this chapter.

Machine Design and Construction

WAC 296-803-300

Summary

YOUR RESPONSIBILITY:

To make sure new or modified machines and equipment can accept lockout devices

You must

Make sure new or modified machines and equipment can accept lockout devices
WAC 296-803-30005 300-2

Machine Design and Construction

Machine Design and Construction

WAC 296-803-300

Rule

WAC 296-803-30005

Make sure new or modified machines and equipment can accept lockout devices

You must

- Make sure energy-isolating devices designed to accept a lockout device are provided on machines and equipment that:
  - Are newly installed

    or
  - Have undergone major replacement, repair, renovation or modification after July 2, 1990.

Energy Control Devices

WAC 296-803-400

Summary

YOUR RESPONSIBILITY:

To provide appropriate lockout and tagout devices and means to control energy

You must

Provide appropriate means to control energy
WAC 296-803-40005 400-2

Make sure lockout and tagout devices meet these requirements
WAC 296-803-40010 400-3

Make sure lockout devices meet these additional requirements
WAC 296-803-40015 400-3

Make sure tagout devices meet these additional requirements
WAC 296-803-40020 400-4

Energy Control Devices

WAC 296-803-400

Rule

WAC 296-803-40005

Provide appropriate means to control energy

You must

- Provide the means necessary to isolate, secure, or block machines and equipment from energy sources.

Note:

➢ Examples of means to control energy include:
  - Locks
  - Tags
  - Chains
  - Wedges
  - Key blocks
  - Adapter pins
  - Self-locking fasteners
  - Blank flanges
  - Cribbing.

WAC 296-803-40010

Make sure lockout and tagout devices meet these requirements

You must

- Make sure lockout and tagout devices meet all of the following:
  - Create no additional hazards
  - Have a distinctive design or appearance
  - Are the only devices used for controlling energy
  - Are not used for any other purpose
  - Are durable enough to withstand the environment they're used in for the maximum time they're expected to be used
  - Are standardized within the facility by color, shape, or size
  - Identify the person applying the device.

WAC 296-803-40015

Make sure lockout devices meet these additional requirements

You must

- Make sure lockout devices are strong enough so that removing them by other than the normal unlocking method requires:
  - Excessive force

    or
  - Unusual techniques, such as the use of bolt cutters or other metal-cutting tools.

Energy Control Devices

WAC 296-803-400

Rule

WAC 296-803-40020

Make sure tagout devices meet these additional requirements

You must

- Make sure all tags:
  - Use the same print and format within a facility
  - Are constructed and printed so they won't deteriorate and the message on the tag remains legible when:
    - Exposed to weather
    - Used in wet or damp locations
    - Used in corrosive environments such as areas where acid or alkali chemicals are handled or stored.
  - Have a warning about not energizing the machine or equipment.

Note:

➢ The warning on the tag should include wording such as:
- Do Not Start
- Do Not Open
- Do Not Close
- Do Not Energize
- Do Not Operate.

– Continued–

WAC 296-803-40020 (Continue)

You must

- Make sure tagout devices are strong enough to prevent unintentional or accidental removal.
- Make sure the means used to attach the tag to the energy-isolating device meets all of the following:
  - Isn't reusable
  - Is self-locking
  - Can be attached by hand
  - Can't be released with a force of less than 50 pounds
  - Is similar in design and basic characteristics to a one-piece, all-environment-tolerant, nylon cable tie.

Notes

Energy Control Procedures

WAC 296-803-500

Summary

YOUR RESPONSIBILITY:

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

You must

ENERGY CONTROL PROCEDURES

Use energy control procedures
WAC296-803-50005 500-3

APPLYING LOCKOUT OR TAGOUT DEVICES

Meet these requirements when applying lockout or tagout devices
WAC 296-803-` 500-4

Meet these additional requirements when applying lockout devices
WAC 296-803-50015 500-4

Meet these additional requirements when applying tagout devices
WAC 296-803-50020 500-5

STORED ENERGY

Protect employees from the hazards of stored and residual energy
WAC 296-803-50025 500-5

VERIFYING MACHINE ISOLATION

Verify that the machine or equipment is safe before starting work
WAC 296-803-50030 500-6

REMOVING ENERGY CONTROL DEVICES

Meet these requirements when removing lockout or tagout devices and energizing the machine or equipment
WAC 296-803-50035 500-6

Energy Control Procedures

WAC 296-803-500

Summary

TEMPORARY ENERGIZATION

Meet these requirements if it's necessary to temporarily energize a machine, equipment, or component for testing or positioning
WAC 296-803-50040 500-8

SHIFT OR PERSONNEL CHANGES

Protect employees during shift or personnel changes
WAC 296-803-50045 500-8

GROUP LOCKOUT/TAGOUT

Protect employees working in a group
WAC 296-803-50050 500-9

Meet these additional requirements if more than one group is used
WAC 296-803-50055 500-10

OUTSIDE EMPLOYEES

Coordinate with outside employers servicing or maintaining your machines or equipment
WAC 296-803-50060 500-11

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.

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.

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.

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–

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.

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.

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.

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.

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

Training

WAC 296-803-600

Summary

YOUR RESPONSIBILITY:

To train employees on your energy control program

You must

Provide and document employee training on the energy control program
WAC 296-803-60005 600-2

Provide additional training if you use tagout devices
WAC 296-803-60010 600-3

Retrain employees when necessary
WAC 296-803-60015 600-4

Rule

WAC 296-803-60005

Provide and document employee training on the energy control program

You must

- Train employees to make sure that they:
  - Understand the purpose and function of the energy control program

    and
  - Have the knowledge and skills necessary to carry out their program responsibilities.
- Train each authorized employee in:
  - The type and magnitude of energy available in the workplace
  - Recognizing hazardous energy sources that apply
  - Methods and means to isolate and control energy.
- Instruct each affected employee in the purpose and use of the energy control procedures
- Instruct all employees who work or may work where energy control procedures might be used about the:
  - Procedures being used

    and
  - Prohibition against attempting to restart or reenergize a machine or equipment that's locked out or tagged out.
- Document that employee training has been done and kept up to date.
  - Include the employee's name and the training date

WAC 296-803-60010

Provide additional training if you use tagout devices

You must

- Make sure employees are trained in the following:
  - Tags are warning devices and don't provide the same level of physical restraint as a lock
  - When attached to energy-isolating devices, tags aren't to be:
    - Removed without the approval of the authorized person responsible for it

      or
    - Bypassed, ignored, or otherwise defeated.
  - Tags need to be legible and understandable to be effective
  - Tags may evoke a false sense of security
  - The meaning of tags needs to be understood as part of the overall energy control program
  - Tags and their means of attachment must be:
    - Securely attached to energy-isolating devices so they can't be inadvertently or accidentally detached

      and
    - Made of materials that will withstand the environmental conditions they will be exposed to.

Rule

WAC 296-803-60015

Retrain employees when necessary

You must

- Retrain authorized and affected employees to introduce new or revised control methods and procedures when there's a change in any of the following:
  - Job assignments
  - Machines, equipment, or processes that present a new hazard
  - Energy control procedures.
- Retrain employees to reestablish proficiency when:
  - A periodic review shows the employee deviates from, or has inadequate knowledge of, the energy control procedures

    or
  - The employer has reason to believe retraining is necessary.

Periodic Reviews

WAC 296-803-700

Summary

YOUR RESPONSIBILITY:

To do periodic reviews to make sure employees know and use your energy control procedures

You must

Perform and document periodic reviews to verify employees know and follow the energy control procedures
WAC 296-803-70005 700-2

Do periodic reviews of procedures using lockout devices
WAC 296-803-70010 700-3

Do periodic reviews of procedures using tagout devices
WAC 296-803-70015 700-3

Periodic Reviews

WAC 296-803-700

Rule

WAC 296-803-70005

Perform and document periodic reviews to verify employees know and follow the energy control procedures

You must

- Do a periodic review at least annually to:
  - Make sure employees know and can apply the energy control procedures
  - Correct any deviations or inadequacies identified.

Exemption:

- Energy control procedures used less frequently than once a year only need to be reviewed before being used.

You must

- Have the periodic review done by an authorized employee other than the ones using the energy control procedure being reviewed
- Document that periodic reviews have been done.
  - Include all of the following:
    - Machine or equipment the energy control procedure was used for
    - Date of the review
    - Employees included in the review
    - Person doing the review.

WAC 296-803-70010

Do periodic reviews of procedures using lockout devices

You must

- Make sure, if a periodic review involves lockout devices, the reviewing employee reviews responsibilities with each authorized employee who uses the procedure.

Note:

➢ Periodic reviews of authorized employees using energy control procedures involving only lockout devices can be done in a group meeting if desired.

WAC 296-803-70015

Do periodic reviews of procedures using tagout devices

You must

- Make sure, if a periodic review involves tagout devices, the reviewing employee reviews with each authorized and affected employee the:
  - Employee's responsibilities under the procedure

    and
  - Limitations of tagout devices.

Note:

➢ Periodic reviews of authorized and affected employees using energy control procedures involving tagout devices have to be done with each employee individually.

Reference:

➢ See WAC 296-803-60010, Provide additional training if you use tagout devices, in this chapter for the limitations of tagout devices.

Notes

Definitions

WAC 296-803-800

Affected employee

An employee who's required to operate, use, or be in the area where a machine or equipment could be locked or tagged out for service or maintenance.

Authorized employee

An employee who locks or tags out a machine or equipment to do service or maintenance.

Can be locked out

An energy-isolating device that can be locked in the "off" or "safe" position.

Employer

Based on chapter 49.17 RCW, an employer is any person, firm, corporation, partnership, business trust, legal representative, or other business entity which engages in any business, industry, profession, or activity in this state and employs one or more employees or who contracts with one or more persons, the essence of which is the personal labor of such person or persons and includes the state, counties, cities, and all municipal corporations, public corporations, political subdivisions of the state, and charitable organizations: Provided, that any persons, partnership, or business entity not having employees, and who is covered by the Industrial Insurance Act must be considered both an employer and an employee.

Energized

Connected to an energy source or containing residual or stored energy.

Definitions

WAC 296-803-800

Energy-isolating device

A mechanical device that physically prevents transmitting or releasing energy. This includes, but is not limited to:

– Manually operated electrical circuit breakers

– Disconnect switches

– Manually operated switches that disconnect the conductors of a circuit from all ungrounded supply conductors if no pole of the switch can be operated independently

– Line valves

– Blocks

– Similar devices 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, including gravity

Hot tap

A procedure which involves welding on pressurized pipelines, vessels, or tanks to install connections or accessories. It's commonly used to replace or add sections of pipeline used in air, gas, water, steam, and petrochemical distribution systems without interrupting service

Lockout

Placing a lockout device on an energy-isolating device using an established procedure to make sure the machine or equipment can't be operated until the lockout device is removed.

Lockout device

A device that uses a positive means, such as a key or combination lock, to hold an energy-isolating device in the "safe" or "off" position. This includes blank flanges and bolted slip blinds.

Normal production operations

Using a machine or equipment for its intended production function

Primary authorized employee

An authorized employee who has overall responsibility for meeting the requirements of the lockout/tagout procedures

Service and maintenance

Activities such as constructing, installing, setting-up, adjusting, inspecting, modifying, maintaining, and servicing machines or equipment. It also includes lubricating, cleaning, unjamming, and making tool changes.

Setting-up

Work done to prepare a machine or equipment for normal production operations.

Tagout

Placing a tagout device on an energy-isolating device using an established procedure to indicate that the energy-isolating device and the machine or equipment being controlled may not be operated until the tagout device is removed.

Tagout device

A prominent warning device, such as a tag and a means of attachment. It can be securely fastened to an energy-isolating device to indicate that the energy-isolating device and the machine or equipment being controlled may not be operated until the tagout device is removed.

You

See definition of employer.

Notes

Notes

Lockout/Tagout
(Control of Hazardous Energy)

Chapter 296-803 WAC

Resources

Helpful Tool

Sample Lockout Procedures R-3

Resources

Notes

Sample Lockout Procedure

Use with Lockout/Tagout (Control of Hazardous Energy), Chapter 296-803 WAC

- The following sample lockout procedure contains the minimum information necessary to help you develop an energy control procedure that meets the requirements of Lockout/Tagout (Control of Hazardous Energy), Chapter 296-803 WAC.
- For complex energy control systems, you may need to develop, document, and use more comprehensive procedures.
- You can use this fill-in-the-blank template, or develop your own form.

Note:

If you develop your own form, remember to include the necessary information from this template.

Sample Lockout Procedure

Use with Lockout/Tagout (Control of Hazardous Energy), Chapter 296-803 WAC

Fill-in-the-Blank Template

SCOPE:

This lockout procedure is for:

_____

_____

_____

Insert either of the following above:

- Company name if using a single procedure (one machine or type of machine)
  or
- Specific machine or equipment that this procedure applies to, if you use multiple procedures. For additional information, see *Establish a written control program*, WAC 296-803-20005, in this chapter.

PURPOSE:

- This procedure contains the minimum requirements to protect employees from injury caused by the unexpected energization, start up, or release of stored energy during service or maintenance.

- Use this procedure to make sure the machine or equipment is stopped and isolated from all potentially hazardous energy sources, and locked out before any employee begins work.

AUTHORIZATION:

- The following persons are authorized to lock out the machine or equipment using this procedure:

_____

_____

_____

List above the names of authorized employees you want to use this procedure.

Sample Lockout Procedure

Use with Lockout/Tagout (Control of Hazardous Energy), Chapter 296-803 WAC

MEETING THE REQUIREMENTS OF THIS PROGRAM:

- All employees need to follow the restrictions and limitations that result from this procedure.
- Authorized employees will perform lockout as described in this procedure.
- No employee will attempt to start, energize or use any machine or equipment that is locked out.
- Failure to follow this procedure will result in the following action:

_____

_____

_____

List above the actions that will be taken if employees violate the procedure.

INTENDED USE:

- This procedure will be used for the following service or maintenance actions:

_____

_____

_____

List above the service and maintenance activities that require use of the procedure.

Resources

Sample Lockout Procedure

Use with Lockout/Tagout (Control of Hazardous Energy), Chapter 296-803 WAC

SPECIFIC PROCEDURAL STEPS:

Step 1: The authorized employee will identify the type and magnitude of the energy that the machine or equipment uses, understand the hazards of the energy, and know the methods to control the energy as follows before using this procedure:

_____

_____

_____

List above the type and magnitude of the energy, its hazards, and the methods to control the energy. For additional information, see *Meet these requirements when applying lockout or tagout devices*, WAC 296-803-50010, in this chapter.

Step 2: Notify all of the following affected employees that the machine or equipment will be shut down and locked out for service or maintenance:

_____

_____

_____

List above the names or job titles of affected employees and how to notify them. For additional information, see *Meet these requirements when applying lockout or tagout devices*, WAC 296-803-50010, in this chapter.

Step 3: Shut down the machine or equipment by the normal stopping procedure (such as depressing a stop button, opening switches, or closing valves).

_____

_____

_____

List above the types and locations of machine or equipment operating controls. For additional information, see *Meet these requirements when applying lockout or tagout devices*, WAC 296-803-50010, in this chapter.

Sample Lockout Procedure

Use with Lockout/Tagout (Control of Hazardous Energy), Chapter 296-803 WAC

Step 4: Completely isolate the machine or equipment from its energy sources by using the appropriate energy-isolating devices.

_____

_____

_____

List above types and locations of energy isolating devices. For additional information, see *Meet these requirements when applying lockout or tagout devices*, WAC 296-803-50010, in this chapter.

Step 5: Lock out the energy isolating devices with assigned individual locks.

_____

_____

_____

List above any additional procedural requirements, such as putting on a tag with amplifying information, necessary for the authorized employee to know. For additional information, see *Meet these requirements when applying lockout or tagout devices,* WAC 296-803-50010, in this chapter.

Step 6: Dispel or restrain stored and residual energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, using methods such as grounding, repositioning, blocking, or bleeding down.

_____

_____

_____

List above the types of stored and residual energy and the methods to dispel or restrain them. For additional information, see *Protect employees from the hazards of stored and residual energy*, WAC 296-803-50025, in this chapter.

Sample Lockout Procedure

Use with Lockout/Tagout (Control of Hazardous Energy), Chapter 296-803 WAC

Step 6 (Continue)

_____

_____

_____

List above any actions necessary to prevent stored energy from reaccumulating to a hazardous level. For additional information, see *Protect employees from the hazards of stored and residual energy*, WAC 296-803-50025, in this chapter.

Step 7: Make sure the equipment is disconnected from the energy sources, and stored and residual energy has been made safe. Check that no employees are exposed, and then verify the isolation of the equipment by doing the following:

_____

_____

_____

List above the method of verifying machine or equipment isolation, such as operating the push button or other normal operating controls or by testing to make certain the equipment will not operate. For additional information, see *Verify that the machine or equipment is safe before starting work*, WAC 296-803-50030 in this chapter.

CAUTION:

Return the operating controls to the safe, neutral, or off position, after verifying the equipment is isolated from its energy sources.

Sample Lockout Procedure

Use with Lockout/Tagout (Control of Hazardous Energy), Chapter 296-803 WAC

THE MACHINE OR EQUIPMENT IS NOW LOCKED OUT:

- Restore the machine or equipment to service after the service or maintenance is completed and the machine or equipment is ready to return to it's normal operating condition by following these steps:

Step 1: Check the machine or equipment and the immediate area around it to make sure all nonessential items have been removed and that the machine or equipment is in operating condition and ready to energize.

Step 2: Make sure all employees are safely positioned for starting or energizing the machine or equipment.

Step 3: Verify that the controls are in neutral.

Step 4: Remove the lockout devices and reenergize the machine or equipment.

Note:
You may need to re-energize the machine before you can safely remove some forms of energy blocking.

Step 5: Notify affected employees that the service or maintenance is completed and the machine or equipment is ready to use.

For additional information, see *Meet these requirements when removing lockout or tagout devices and energizing the machine or equipment*, WAC 296-803-50035, in this chapter.

Notes

Lockout/Tagout (Control of Hazardous Energy)

Chapter 296-803 WAC

Index

A

Agriculture, exemption, **100**-1

Applying, energy control procedures
- lockout/tagout devices, **500**-4
- energy - isolation devices, **500**-4

Authorized employee, lockout/tagout devices
- applying, **500**-4
- removal, **500**-6-7
- training, **600**-2

C

Chapter application, scope, **100**-1

Construction, exemption, **100**-1

Coordination
- group, **500**-9-10
- employers, outside, **500**-11

Control
- energy, **400**-2
- system, type, **500**-3

D

De-energized, machines or equipment, **500**-6

Definitions, **800**-1-3

Devices, lockout, **400**-3

Devices, lockout/tagout
- general requirements, **400**-5
- new, modified, or repaired machines and equipment, **300**-2

Documentation
- energy control procedures, exemption, **200**-2
- periodic reviews, **700**-2
- training, **600**-2

E

Electric equipment, exemption, **100**-1

Electrical work, exemption, **100**-1

Employee
- authorized, **500**-4,6; **600**-4; **700**-2-3; **800**-1
- group protection, **500**-9-10
- knowledge, periodic review, **700**-2
- notifications, application, **500**-4
- notifications, removal, **500**-6
- primary authorized, 100-9, **800**-3
- retraining, **600**-4
- training, **600**-2

Employer, outside, **500**-11

Energizing, machines or equipment, **100**-1-2; **500**-6-7

Energy control
- means or methods, **400**-2
- procedures, **500**-1-11
- program, **200**-2-4
- sample lockout procedure, helpful tool, **R**-3

Energy control devices, **400**-2-5

Energy control program, **200**-2-4

Energy isolating devices, **300**-2; **500**-9

Energy sources
- controlling, **400**-2
- definition, **800**-2
- scope, chapter application, **100**-1

Equipment (see machines and equipment)

Exemptions
- lockout systems, **500**-3
- removal of lockout or tagout devices, **500**-7
- written energy control procedures, **200**-2

Index

Index

F

Fire alarms, exemption, **100**-1

Fire extinguishing systems, exemption, **100**-1

G

Group, energy control procedures, **500**-9-10

H

Hazards, stored or residual energy, **500**-5

Helpful tool, sample lockout procedure, **R**-3

Hot tap operations, exemption, **100**-1

L

Lockout devices (see also lockout/tagout devices)

- applying, **500**-4
- general requirements, **400**-3
- new, modified, or repaired machines and equipment, **300**-2
- periodic reviews, **700**-3
- removing, **500**-6-7
- shift or personnel changes, **500**-8
- strength of, **400**-3

Lockout system, **500**-3

Lockout/tagout devices

- energy control procedures, **500**-4, 6-7
- general requirements, **400**-3
- removing, **500**-6-7
- retraining, **600**-4
- reviews, periodic, **700**-2-3
- shift or personnel changes, **500**-8
- training, **600**-2-3

Lockout procedures, sample, Helpful tool, **R**-3

M

Machines and equipment

- energy control procedures, **500**-4
- deenergization, **500**-6,9
- employer, outside, **500**-11
- energization, **100**-1, **500**-8
- new, modified, or repaired, **300**-2
- servicing or maintaining, **500**-3
- stored or residual energy, **500**-5
- verification, safety, **500**-6

Maritime activities, exemption, **100**-1

N

Notifications, employee, lockout/tagout devices

- applying, **500**-4
- removing, **500**-6-7

O

Oil or gas well drilling, exemption, **100**-1

Operations, normal production, exemption, **100**-1

Outside employers, energy control procedures, **500**-11

P

Periodic reviews

- energy control procedures, **700**-2
- lockout/tagout devices, **700**-3

Personnel or shift changes, **500**-8

Primary authorized employee

- definition, **100**-3
- group lockout/tagout, **500**-9
- multiple group lockout/tagout, **500**-10

Procedures, energy control, **500**-1-11

Production operations, normal, exemption, **100**-1

Program requirements, energy control, **200**-2-4

Index

R

Removing, lockout/tagout devices, **500**-6-7

Retraining, **600**-4

Reviews (see periodic reviews)

S

Safety, machines and equipment, verification

- energy sources, isolation, **500**-3-5
- stored or residual energy, **500**-5

Sample lockout procedure, helpful tool, **R**-3

Scope, chapter application, **100**-1

Servicing or maintaining machines

- employer, outside, **500**-11
- energy control procedures, **500**-4

Shift or personnel changes, **500**-8

Starting, machine or equipment, **500**-6-7

Stored or residual energy, **500**-5

T

Tagout devices (see also lockout/tagout devices)

- applying, **500**-4,5
- general requirements, **400**-3
- removing, **500**-6-7
- reviews, periodic, **700**-2-3
- retraining, **600**-4
- shift or personnel changes, **500**-8
- tags, **400**-4
- training, **600**-2-3

Tagout system, instead of lockout system, **500**-3

Temporarily energizing machines, equipment, or components, **500**-8

Training

- tags, **600**-3
- documentation, **600**-2
- retraining, **600**-4

V

Verification, Safety

- before starting work, **500**-6
- stored or residual energy, **500**-5

W

Warnings, tagout devices, tags (note), **400**-4

Written energy control program, **200**-2-4 (see also documentation)

Notes

Statutory Authority

296-803-100 Scope.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-100, filed 07/20/04, effective 11/01/04.]

296-803-200 Energy Control Program.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-200, filed 07/20/04, effective 11/01/04.]

296-803-20005 Establish a written energy control program.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-20005, filed 07/20/04, effective 11/01/04.]

296-803-300 Machine Design and Construction.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-300, filed 07/20/04, effective 11/01/04.]

296-803-30005 Make sure new or modified machines and equipment can accept lockout devices.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 09-16-108 (Order 09-08), § 296-803-30005, filed 08/04/09, effective 11/01/09. Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-30005, filed 07/20/04, effective 11/01/04.]

296-803-400 Energy Control Devices.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-400, filed 07/20/04, effective 11/01/04.]

296-803-40005 Provide appropriate means to control energy.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 09-16-108 (Order 09-08), § 296-803-40005, filed 08/04/09, effective 11/01/09. Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-40005, filed 07/20/04, effective 11/01/04.]

Statutory Authority

296-803-40010 Make sure lockout and tagout devices meet these requirements.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-40010, filed 07/20/04, effective 11/01/04.]

296-803-40015 Make sure lockout devices meet these additional requirements.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-40015, filed 07/20/04, effective 11/01/04.]

296-803-40020 Make sure tagout devices meet these additional requirements.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-40020, filed 07/20/04, effective 11/01/04.]

296-803-500 Energy Control Procedures.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-500, filed 07/20/04, effective 11/01/04.]

296-803-50005 Use energy control procedures.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-50005, filed 07/20/04, effective 11/01/04.]

296-803-50010 Meet these requirements when applying lockout or tagout devices.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 09-16-108 (Order 09-08), § 296-803-50010, filed 08/04/09, effective 11/01/09. Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-50010, filed 07/20/04, effective 11/01/04.]

Statutory Authority

296-803-50015 Meet these additional requirements when applying lockout devices.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-50015, filed 07/20/04, effective 11/01/04.]

296-803-50020 Meet these additional requirements when applying tagout devices.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-50020, filed 07/20/04, effective 11/01/04.]

296-803-50025 Protect employees from the hazards of stored and residual energy.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-50025, filed 07/20/04, effective 11/01/04.]

296-803-50030 Verify that the machine or equipment is safe before starting work.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-50030, filed 07/20/04, effective 11/01/04.]

296-803-50035 Meet these requirements when removing lockout or tagout devices and energizing the machine or equipment.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-50035, filed 07/20/04, effective 11/01/04.]

296-803-50040 Meet these requirements if it's necessary to temporarily energize a machine, equipment, or component for testig or positioning.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-50040, filed 07/20/04, effective 11/01/04.]

Statutory Authority

296-803-50045 Protect employees during shift or personnel changes.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-50045, filed 07/20/04, effective 11/01/04.]

296-803-50050 Protect employees working in a group.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-50050, filed 07/20/04, effective 11/01/04.]

296-803-50055 Meet these additional requirements if more than one group is used.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-50055, filed 07/20/04, effective 11/01/04.]

296-803-50060 Coordinate with outside employers servicing or maintaining your machines or equipment.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-50060, filed 07/20/04, effective 11/01/04.]

296-803-600 Training.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-600, filed 07/20/04, effective 11/01/04.]

296-803-60005 Provide and document employee training on the energy control program.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-60005, filed 07/20/04, effective 11/01/04.]

296-803-60010 Provide additional training if you use tagout devices.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-60010, filed 07/20/04, effective 11/01/04.]

Statutory Authority

296-803-60015 Retrain employees when necessary.
[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 09-16-108 (Order 09-08), § 296-803-60015, filed 08/04/09, effective 11/01/09. Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-60015, filed 07/20/04, effective 11/01/04.]

296-803-700 Periodic Reviews.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-700, filed 07/20/04, effective 11/01/04.]

296-803-70005 Perform and document periodic reviews to verify employees know and follow the energy control procedures.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-70005, filed 07/20/04, effective 11/01/04.]

296-803-70010 Do periodic reviews of procedures using lockout devices.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-70010, filed 07/20/04, effective 11/01/04.]

296-803-70015 Do periodic reviews of procedures using tagout devices.

[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-70015, filed 07/20/04, effective 11/01/04.]

296-803-800 Definitions.
[Statutory Authority: RCW 49.17.010, .040, .050, and .060. 09-16-108 (Order 09-08), § 296-803-800, filed 08/04/09, effective 11/01/09. Statutory Authority: RCW 49.17.010, .040, .050, and .060. 04-15-105 (Order 03-12), § 296-803-800, filed 07/20/04, effective 11/01/04.]

Notes