Energy Control Procedure

This procedure covers the servicing and maintenance of machines and equipment in which the "unexpected" energization or start up of the machines or equipment, or release of stored energy could cause injury to employees. The purpose of this procedure is to ensure machines are completely de-energized, and employees are fully protected during servicing or maintenance. The plant manager authorizes the use of these procedures. Our rules call for following all the requirements set forth in OSHA regulation 1910.147 for controlling hazardous energy, and using the techniques outlined in Appendix A of 1910.147. Employees not following these requirements will be subject to disciplinary procedures.

Machine Name: _____ Location**:** _____
Equipment Number: _____
Authorized Employee(s) _____ _____
Affected Employee(s) _____ _____

Energy Source Type	Magnitude of Energy	Energy Hazard	Control Device
_____	_____	_____	_____
_____	_____	_____	_____

1. Notify Affected Employee: Contact Department Supervisor to take machine off production schedule, and notify affected employee(s) machine will be locked out. _____

2. Machine Shutdown: Identify type and location of operator controls. _____
_____

3. De-activation: Identify type and location of energy isolating devices. _____
_____

4. Lock out: Apply locks to energy isolating devices.

5. Stored Energy: Identify location of stored energy source(s), and describe method(s) for dissipation or restraint. _____
_____

6. Verify Energy Isolation: Try operator controls and return to 'OFF' position.

"Restoring Equipment to Service". When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.
(1) Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
(2) Check the work area to ensure that all employees have been safely positioned or removed from the area.
(3) Verify that the controls are in neutral.