

TOOL TYPE	<b>MODEL PROGRAM- GENERIC VERSION</b>	LAST REVIEWED	<b>07/1/13</b>
GEOGRAPHY	<b>US</b>	SOURCE: BASED ON CLEVELAND STATE UNIVERSITY MODEL	

## **MODEL LOCKOUT/TAGOUT PROGRAM- GENERIC OUTLINE**

**PROBLEM:** OSHA [Control of Hazardous Energy \(Lockout/Tagout\)](#) is one of the most frequently cited OSHA Standards (Section 1910.147). And one of the most frequent causes of LOTO citations is failure to have a proper LOTO program.

**HOW TOOL HELPS SOLVE THE PROBLEM:** Here's a Model Program that outlines what you need to cover in your own Program. [Click here](#) for another version of the Model Program in which we've added much of the language to reduce the amount you need to fill in yourself.

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# LOCKOUT/TAGOUT PROGRAM—GENERIC OUTLINE

[*COMPANY NAME*]

## Control of Hazardous Energy (Lockout/Tagout) Program

### 1. Purpose of Program

[*Company Name*] has created this Control of Hazardous Energy Lockout/Tagout Program (the “Program setting out the procedures for service and maintenance on machinery and equipment capable of generating hazardous energy to:

### 2. Scope of Program

This Program and procedure applies at all times to [*list types of energy and personnel affected*]:

### 3. Definitions

This Program uses some technical terms that you need to understand to carry out your responsibilities for safe lockout and tagout, including:

**Affected employee:**

**Authorized employee:**

**Capable of being locked out:**

**Energized:**

**Energy isolating device:**

**Energy source:**

**Lockout:**

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**Lockout device:**

**Servicing and/or maintenance:**

**Tagout:**

**Tagout device:**

#### **4. Responsibilities of Different Personnel**

[*Company Name*] management, supervisors and workers as well as people who don't work for [*Company Name*] that have a role to play in ensuring that this Program is safely carried out:

**Supervisors:**

**Authorized employees:**

**Affected employees:**

#### **5. Energy Control Program**

##### **(a) General**

Before an employee performing any servicing or maintenance on a machine or equipment where unexpected energizing, start-up, or release of stored energy could occur, the machine or equipment must be isolated from the energy source, and rendered inoperative. If a machine or equipment is not capable of being locked out, the energy control program must utilize a tagout system. The energy control procedures must include specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices, tagout devices, and other energy control measures.

##### **(b) Lockout v. Tagout**

*[Explain when lockout will be the energy control method and when tagout will be.]*

#### **6. Applying Lockout or Tagout Control Measures**

*[Explain the lockout and tagout measures and the sequence they're taken in.]*

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## **7. Release from Lockout or Tagout**

*[Explain the lockout and tagout ending and restoration to power measures and the sequence they're taken in.]*

## **8. Lockout or Tagout Devices Removal**

Each lockout or tagout device must be removed from any energy isolating device by the employee who applied the device.

## **9. Temporary Removal of Lockout/Tagout Devices**

*[Explain the procedures for temporary removal of lockout and tagout devices and the sequence they're taken in.]*

## **10. Involvement of Outside Contractor Personnel in LOTO Activities**

*[Explain how lockout and tagout measures are coordinated with contractors and other employers that perform LOTO operations at your site.]*

## **11. Shift & Personnel Changes that Occur During Lockout or Tagout**

*[Explain how lockout and tagout measures will be maintained over shift changes.]*

## **12. Group Lockout or Tagout**

*[Describe your group lockout procedures, if any.]*

## **13. Personal Protective Equipment**

*[Describe required PPE].*

## **14. LOTO Training**

*[Describe the lockout and tagout training provided to your workers.]*

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