Clear Form Print

University Facilities Hazard Control Procedure

Name: _____ uID: _____ Date: _____
Asset #:_____ Shop: _____
Task To Be Performed: _____

NOTE: This procedure must be strictly followed to ensure protection of all persons involved.

A. Energy Form (check all that apply)

1. Electrical
- ☐ **a. Voltage** - Potentials are > 30V RMS or DC but < 600V
- ☐ **b. Voltage** - Potentials are > 600V
- ☐ **c. High Current** - > 25 amperes at any voltage
- ☐ **d. Static Electricity**

☐ **2. Chemical** - Explosion, pressure, extreme heat, fire, corrosive, reactive, oxidizer, toxic. **(gas or particles)**

☐ **3. Pressure** - > 1 atm, pneumatic, hydraulic
☐ **4. Vacuum** - < 1 atm
☐ **5. Mechanical** - capable of crushing, pinching, cutting, snagging, striking
☐ **6. Thermal** - High Temperature - >60°C surface temperature, hot liquids, steam
☐ **7. Thermal** - Cryogenic - Contact with super cold surface or with a cryogenic liquid
☐ **8. Ionizing Radiation** - > 2mRem/hr **(only during operation)**
☐ **9. Non-Ionizing Radiation**
☐ **10. Laser** - Class II, Class III, Class IV
☐ **11. Potential** - Flywheels, springs, differences in elevation, elevated parts that could drop, capacitors, batteries

B. Basic Procedures

Lockout Procedure

☐ 1. Notify all affected and other persons of intended lockout.
☐ 2. Lockout and tag each energy control point. (see B.1)
☐ 3. Dissipate any stored energy. (see B.2)
☐ 4. Block any mechanical parts, remove any mechanical links. Lock blocking in place. (Note: Two physical blocks required to break & secure any hazardous gas/liquid line) (see B.3)
☐ 5. Verify all persons clear of Hazard Zone.
☐ 6. Attempt to re-start machinery or re-energize equipment
☐ 7. Verify no hazardous energy. Use circuit tester/meter or other method if electricity is involved. (see B.4)
☐ 8. Perform required work.

B.1 Specific Lockout Locations

B.2 Dissipate Stored Energy At These Points

B.3 Block These Parts/Remove Linkages

B.4 Verify No Residual Energy By These Methods

C. ENERGIZED WORK

Note: Energized work may ONLY be performed by authorized, trained personnel when lockout or other means of energy control is not possible.

C.1 Tasks that may require energized ELECTRICAL work:

C.2 Tasks that may require OTHER energized work:

D. PROCEDURE TO RETURN EQUIPMENT TO OPERATION

☐ 1. Verify Hazard Zone is clear of equipment, workers, tools, and test equipment.
☐ 2. Unlock and remove any blocking devices; replace linkages.
☐ 3. Reposition any safety valve(s) left open to prevent re-build up of pressure.
☐ 4. Remove all locks and tags from energy control points.
☐ 5. Re-start or re-energize the equipment.
☐ 6. Notify all affected and other persons that the lockout has been cleared.