



TOWN OF ROCKY HILL:
2024 Lockout–Tagout Program

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Town of Rocky Hill Lockout / Tagout Program

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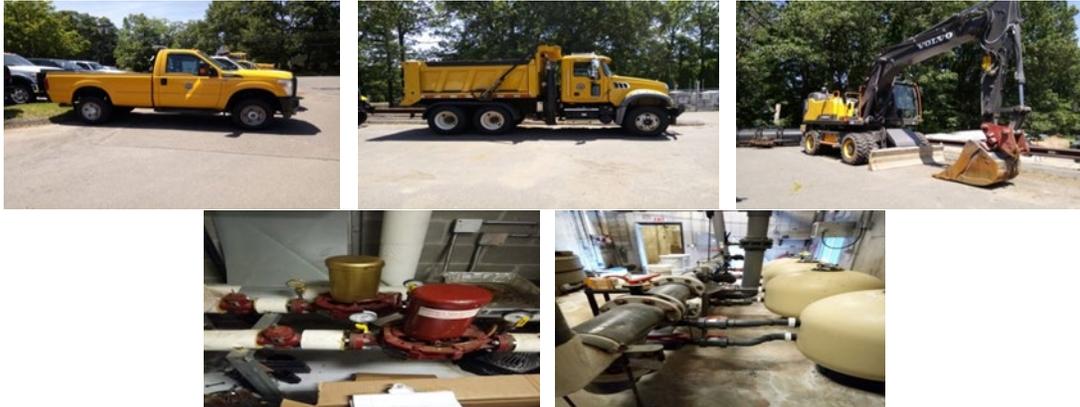
Summary Page:

Sources of Hazardous Energy

- Electrical
- Gravity
- Hydraulic
- Mechanical
- Pneumatic
- Thermal
- Other Stored Energy (Springs, Capacitors, etc.)

Common Equipment with Sources of Hazardous Energy

- DPW Vehicles
- Earth Moving Equipment
- Electrical Panels
- Forklifts
- Generators
- HVAC Units
- Pumps/Pipes
- Small Engines



	Facilities*	Highway/ Transfer	Parks/Rec	Outdoor Pools	High School Pool
Persons Resp. for Implement	Facilities Manager Trades Mechanic/Electrician	Highway Superintendent	Crew Leader	Facilities Manager, Crew Leader, or Lifeguards.	Facilities Manager, Crew Leader, or Lifeguards.
Types of Material Used	Locks, Hasps, and Tags	Locks, Hasps, Tags, Chocks, Blocks, and safety arms.	Locks, Hasps, Tags, Chocks, Blocks, and safety arms.	Locks, Hasps, and Tags	Locks, Hasps, and Tags
Location of Material	Lockout box in vans	Located in mechanics garage.	Outside of offices in Parks Garage	Lockout materials are carried in Facilities service vehicles	Lockout materials are carried in Facilities service vehicles

*Facilities Include: Town Hall, Police Department, Library, Fire Houses 1 – 3, Fire Museum, Channel 14 Public Access TV Building, Academy Hall, and Rocky Hill Pool Building.

Overview:

Hazardous energy exists in multiple forms – electrical, chemical, thermal, gravity, pneumatic, hydraulic and more. Injuries can occur when individuals fail to properly follow safe work practices for controlling such hazardous energy.

The following regulatory standards are applicable in this section:

Control of Hazardous Energy

OSHA- 29 CFR 1910.147

The purpose of the Control of Hazardous Energy Program, or commonly referred to as “lockout/tagout” (LOTO) is to protect employees from the hazards that may injure them in the workplace that are present when working on equipment with hazardous energy. LOTO injuries and fatalities usually occur from one of the following:

- Failure to stop equipment;
- Failure to disconnect from power source;
- Failure to dissipate (bleed, neutralize) residual energy;
- Accidental restarting of equipment; or
- Failure to clear work areas before restarting.

At the Town of Rocky Hill, most of the facility equipment is maintained by the Facilities Department, though town departments remain responsible for ensuring proper LOTO procedures and safe work practices are followed. The main types of equipment that Rocky Hill employees will be working on and locking out are vehicles, and other equipment such as skid steer loaders and excavators. Pumps at the outdoor and high school pools must also be locked out before maintenance.

Glossary of Terms Related to Control of Hazardous Energy:

LOTO-Affected personnel – Persons that may work with the machines being serviced, and might attempt to activate machinery while it is being serviced. Also, those persons who work nearby while servicing or maintenance is being performed.

LOTO-Authorized personnel – Persons trained in the use of Lockout/Tagout equipment, with skills and experience to conduct required work on the machinery/ equipment, and responsible for properly locking and tagging machinery that is to be serviced.

Blank – A disk inserted in the space between two pipe flanges to prevent the passage of liquid or gases through a pipe.

Bleed – The release of stored hydraulic, electrical or pneumatic energy.

Block – An object used to hold a machine part in a certain position.

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Energized – Connected to an energy source, or contained residual or stored energy.

Energy Isolating Device – A mechanical device that physically prevents transmission or release of energy, including but not limited to the following:

- a manually operated electrical circuit breaker;
- a disconnect switch;
- a line valve;
- a block or blank;
- any similar device used to block or isolate energy.

Note: *Push buttons, selector switches and other control circuit type devices are not energy isolated devices.*

Energy Source – Any source of electrical, pneumatic, hydraulic, thermal, chemical or other type of energy. Includes gravity, momentum and other forces.

Lock – Keyed device, of specific type and color, used to secure equipment. Keys for the lock shall be kept ONLY by the person the lock is issued to. Locks issued for use with this program shall not be used for any other purposes.

Lockout – A system in which a lock, when properly attached to an energy source, prevents the unintentional activation of equipment. The lock must physically hold a switch or handle in the “off” position until it is removed by the LOTO-Authorized person/s.

Lockout/Tagout (LOTO) – A system in which a lock and a tag, when properly attached to an energy source in conjunction with certain procedures, is designed to protect employees from an accidental discharge of energy. LOTO is used interchangeable with the term “Control of Hazardous Energy.”

Servicing and/or Maintenance – Constructing, repairing, installing, adjusting, inspecting, modifying, lubricating, cleaning and/or clearing jammed equipment.

Tagout – A tagged procedure, intended to act only as a warning device, which is used to prevent the unintentional activation of equipment. The tag should contain the name and title of the LOTO-Authorized person and read “DANGER: DO NOT OPERATE” (or words to that effect). This method shall only be used when sufficient locks are not feasible.

Responsibilities:

The Town of Rocky Hill shall be responsible for providing locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware used for isolating, securing or blocking of machines or equipment from energy sources.

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Authorized persons will be responsible for the placement and removal of their personal locking and tagging devices. All Authorized persons must undertake work in a safe manner, ensuring no employees are put at risk from the work being undertaken. All machinery / equipment must be reinstated for operation in a safe and compliant condition.

Authorized persons must ensure affected employees are notified of locking/ tagging device placement and removal.

The Director of Human Resources and Legal Compliance, or department designees, will be responsible for implementing training and ensuring that all relevant persons are aware of their roles and responsibilities in relation to LOTO at this site.

The respective Department Directors, or designee, will be responsible for implementing this Program and ensuring that it is followed by employees and Contractors where required. Contractors will notify all unauthorized employees of a lockout in place. The Program will be reviewed annually, or in the event that an incident or near miss occurs as a result of failure to follow LOTO procedures.

The respective Department Directors or their designees will ensure that all Contractors brought onto this site to service/maintain or clean machinery and equipment are provided with specific LOTO information for the machine they will be working on. Those Contractors will be added to the list of Authorized persons and will be responsible for the placement and removal of their personal locking/tagging devices. Rocky Hill's designees will also ensure that employees are familiar with, and understand the LOTO procedures utilized by the Contractors whilst on-site.

Applicable Energies:

All types of energy sources, including, but not limited to, electrical, mechanical hydraulic, pneumatic, chemical, or thermal, are subject to these steps. Electrical energy sources of less than 24 Volts AC or DC and less than 5 Amps maximum rated current may not require lockout, unless they operate other energy control or equipment start-up equipment.

Equipment that can be disconnected from energy sources by standard plugs, fittings, or other connections does not require lockout if the disconnected plug is controlled as specified below in this section. This policy does not cover the following:

- Installations under the exclusive control of electric utility companies for the purpose of power generation, transmission, and distribution, including related equipment for communication or metering; or exposure to electrical hazards from work on, near, or with conductors or equipment in electric utilization installations.
- Normal production, servicing, or maintenance activities (i.e., minor adjustments or lubrication), where the adjustment device is made for that purpose and the employee performing the task is not exposed to hazardous energy. (**NOTE: these steps must be followed if an employee must remove or bypass a guard or other safety device, or is

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required to place any part of his/her body into an area on a machine or piece of equipment where there are moving parts)

Work on cord and plug connected electric equipment for which exposure to the hazards of unexpected energization or startup of the equipment is controlled by the unplugging of the equipment from the energy source and the plug is under the exclusive control of the employee performing the servicing maintenance. If the person servicing the equipment must leave the area before the task is complete, the equipment is no longer under that person’s exclusive control. However, although this policy does not require lockout of such cords or plugs that remain under exclusive control of the employee performing the servicing maintenance, one should opt to follow steps for utilizing an electrical plug lockout device, discussed in the operational methods.

Materials, Hardware & Storage:

Table 1 below references types of materials each department uses and locations:

	Facilities*	Highway/ Transfer	Parks/Rec	Outdoor Pools	High School Pool
Persons Resp. for Implement	Facilities Manager Trades Mechanic/Electrician	Highway Superintendent	Crew Leader	Facilities Manager, Crew Leader, or Lifeguards.	Facilities Manager, Crew Leader, or Lifeguards.
Types of Material Used	Locks, Hasps, and Tags	Locks, Hasps, Tags, Chocks, Blocks, and safety arms.	Locks, Hasps, Tags, Chocks, Blocks, and safety arms.	Locks, Hasps, and Tags	Locks, Hasps, and Tags
Location of Material	Lockout box in vans	Located in mechanics garage.	Outside of offices in Parks Garage	Lockout materials are carried in Facilities service vehicles	Lockout materials are carried in Facilities service vehicles

*Facilities Include: Town Hall, Police Department, Library, Fire Houses 1 – 3, Fire Museum, Channel 14 Public Access TV Building, Academy Hall, and Rocky Hill Pool Building.

All locks, tags, or other devices used for the control of hazardous energy shall be singularly identified for controlling energy and used for no other purposes. The types of devices used at the Town of Rocky Hill are:

- Locks and Hasps
- Tags that read “Do Not Start”
- Safety arm LOTO devices on equipment arms

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- Blocks, used for hydraulic/gravity, such as hydraulic arms if need to be raised

Other pertinent lockout devices such as padlocks, ball valve locks, etc..., shall be supplied by applicable Contractor maintaining the equipment. Should the Contractor not have appropriate means for following proper lockout procedures, the Contractor shall not attempt to proceed with the project.

All devices are durable, weather-resistant, non-deteriorating, standardized, substantial enough to not be accidentally removed, and shall identify the person applying the device. Tagout devices shall be of a non-reusable type, attachable by hand, self-locking and non-releasable with a minimum unlocking strength of no less than 50 pounds.

Storage:

Tags and equipment used for tagging, locking and blocking are located throughout the shops. LOTO Stations (figure 2) are located in the Parks garage, Fire Departments, and Highway garage for work on vehicles and other equipment. Facilities Maintainers will carry LOTO kits in their service vehicles for locations not equipped with stations.



Figure 2 Park's LOTO Station

Lockout / Tagout Procedures:

Table 2 below shows types of equipment and locations for the Town of Rocky Hill that require LOTO procedures. These machine specific procedures (MSP) are listed in Appendix A.

	Town Hall	PD	Library	Fire House 1-3	Fire Museum	Channel 14 Pub Bldg	Academy Hall	Pool, Outdoor	Pool, High School	Highway/ Transfer	Parks and Rec
Air Handlers		X Mechanical Room off Break Room	X Lower Mechanical Room		X Closet near rear door		X Second floor storage area				
Roof Top Handlers	X Roof	X Attic/Roof									
Gas Boilers	X Room on roof	X Boiler Room	X Boiler Room	X Located in Boiler Rooms		X Basement					X Off of Break Room
Compressors				X Located in Repair Rooms						X In rear of large bays under loft	X In Chemical Storage area
Generators	X Parking Lot in front of Community Center Entrance (Diesel)	X Inside cage in rear of building (Diesel)		X FD1- Rear of building (Gas) FD3- Generator room off EMS						X Outside behind building (Gas)	

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	Town Hall	PD	Library	Fire House 1-3	Fire Museum	Channel 14 Pub Bldg	Academy Hall	Pool, Outdoor	Pool, High School	Highway/ Transfer	Parks and Rec
				garage (Diesel)							
Vehicles	X Parking Lots	X Parking Lots		X Parking Lots & Garage	X Garage					X Parking Lot & Garage	X Parking Lots
Earth Moving Equipment										X Yard & Garage	X Yard
Small Equipment (Mowers, Etc...)				X Repair rooms off of garages						X Garage	X Parks Garage
Elevators	X Elevator room in Tax Office	X Next to main entrance	X Lower Level near Children's Area	X FD3 has near EMT garage entrance							
Chillers		X Inside cage in rear of building									
Gas Heaters										X Hanging units in bays	X Ceiling Units
Unit Heaters (Hydroponic)				X Ceiling Units							X Ceiling Units
Electric Heating Units											X Hanging units in bays
Hot Water Heaters	X Second floor Custodial Closet (Gas)	X Boiler Room near back door						X Inside Pump Room of Pool Building (Oil)		X In men's bathroom (Electric)	
Water Pumps								X Pump room of Pool Building	X Filter Room		

General Procedures:

To ensure the safety of employees and contractors, LOTO procedures must be followed for all service, maintenance and cleaning tasks that require access to machinery where unexpected activation could cause injury or harm.

Where available, all manufacturer-provided safety features will be utilized to control hazardous energy. Further to these controls, specific LOTO procedures for each machine/piece of equipment must be followed. These machine specific procedures (MSP) are located in Appendix A.

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Authorized persons must be familiar with the types of energy sources (as more than one energy source may be present), and the correct sequence of shutting off or de-energizing the machinery/equipment.

These general procedures are detailed below and the following steps shall be adhered to when performing work on all equipment:

1. Obtain proper permission for shutdown, as required.
2. Properly plan the job.
3. Inform all affected areas and employees that a lockout/tagout system is going to be utilized and the reason.
4. Lockout/Tagout will be performed only by the authorized employees who are servicing or maintaining the equipment.
5. Shut down the equipment at the operating controls, by its normal stop method. Disconnect the energy source by pulling the plug or by an otherwise stated means of shutdown as necessary.
6. Apply electrical plug lockout to the plug (if applicable) or appropriate lockout/tagout device. Examples of what one looks like are as follows:



Each person who works on a locked out piece of equipment shall place his/her own lockout device on it. NO individual shall work under another person's lock/ tag.

7. Release or dissipate all stored or residual energy sources so that they are at zero energy state.
8. Verify the equipment is de-energized and all controls are properly isolated.
9. Perform the work.
10. Upon completion of the work, ensure that the equipment is clear of all tools and that the work area is secure. All personnel shall be in a safe position or removed from the area and no one is exposed to hazard or energy.
 - a. All guards are reinstalled.
 - b. Affected employees are notified.

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- c. Remove locks and tags; remove only your own lock and tag.
11. Restore energy.
12. Check equipment for proper operation.
13. Notify all concerned of the completion of work.

Additional general LOTO procedures are as follows:

Electrical

- Use machine controls to turn power off to machine.
- Turn the power disconnect to the “Off” position. Machine capacitors must be drained of stored energy. Disconnecting means may include removal of the power cord from an electrical receptacle, power panels, breakers, motor circuit, electrical interlocks etc.
- Install locking / tagging device (as appropriate). If electrical energy is dissipated by unplugging a power cord, the cord must be kept under the control of the Authorized person and/or locked/tagged to avoid persons accidentally re-energizing the machinery.
- Attempt to re-start machine by pressing the normal controls and then remember to place them back into the “off” or neutral mode.

Hydraulic / Pneumatic

- Identify the pumps/compressors that supply energy to each piece of the equipment.
- Shut off all energy sources using normal operational controls.
- Provide locking/ tagging devices for each valve / component that supplies energy to the machinery/equipment.
- Bleed hydraulic / pneumatic lines where required.
- Attempt to re-start machinery and test that lines are adequately drained/ bled and residual energy is dissipated. Remember to place controls back into the “off” or neutral mode.

*****ALERT!! It is imperative that hydraulic and pneumatic pressure be locked-out appropriately. If locking out hydraulic arms of earth moving/ material handling equipment, ensure any raised parts are lowered or blocked. This must be done before releasing the hydraulic pressure in the lines. Failure to do so will cause any raised parts of this equipment to forcibly fall, endangering all persons in the vicinity.

Alternatively, the safety arm of the device may be used for support if the extension must be worked on in its raised position.

Fluids / Gases / Steam

- Identify the type of fluid/gas and ensure appropriate PPE is worn for that substance.

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- Ensure all valves, connectors, etc., are closed to prevent flow of gases/liquids and apply locking devices as required. Ensure that any electrically-controlled valves are also locked off.
- Determine the correct isolating device to use and process to drain/bleed lines free of substance.
- Check / test to ensure no energy is available to the machinery. Ensure that any residual substances (such as flammable gas) will not create a hazard during completion of required works; lines may also require purging and atmospheric testing.

Mechanical

- Identify type of residual mechanic energy (this can include gravity, coiled springs, rotating flywheels etc.).
- Select the appropriate method to restrain the stored energy, such as blocking, or safety chains.
- Use controls to shut off machine, including associated electrical controls and apply locking /tagging devices as required.
- Attempt to re-start machine by pressing the normal controls and then remember to place them back into the “off” or neutral mode.

Highway Department and Parks Department:

Highway Department employees are responsible to provide the Town of Rocky Hill with the most functionally effective equipment possible. Part of their duties includes vehicle maintenance support to other agencies within the town as well as the design and procurement of equipment. The Parks Department manages and oversees the town’s seasonal operations. Equipment that the department may utilize on a regular basis include: heavy equipment, small engine equipment such as mowers and weed trimmers, and generators. These tasks regularly involve locking and tagging out vehicles and equipment.

For the purpose of vehicle, machinery, and equipment servicing and maintenance, hazardous energy refers to: mechanical motion; potential energy due to pressure, gravity, or springs; battery-generated electrical energy; thermal energy, including chemical energy; and other forms of energy, which can cause injury to employees working with or around machines or equipment.

Any vehicle, machinery, and equipment with internal combustion engines such as gasoline, natural gas and diesel; electric; and hybrid (gasoline/electric) may contain the following types of hazardous energy or conditions:

- Chemical energy due to contact with battery acid, coolant, lubricants;
- Electric battery shock, arc, and burn hazards;

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- Explosion hazards associated with air bags;
- Fire and explosion hazards associated with the fuel and fluid systems;
- Gravitational energy (mechanical) hazards that may result in movement of elevated vehicles, machines, or equipment parts;
- Hot or cryogenic fluid, surface (thermal) hazards;
- Hydraulic hazards associated with fluids under pressure;
- Mechanical hazards associated with mounting and dismounting tires;
- Mechanical motions due to moving power transmission components;
- Premise wiring electrical hazards associated with battery recharging;
- Mechanical hazards associated with energy from vehicles or vehicle components unexpectedly starting; and/or
- Loss of pneumatic or hydraulic pressure used to prevent movement of vehicles, machines, equipment or their parts.

It should be noted that for work on vehicles and equipment, the driver/ operator shall bring the equipment to the mechanic for work and hand in the keys. The mechanic is responsible for placing an “out of service” tag on the steering wheel indicating it is being worked on. The mechanic shall secure keys away from other personnel and follow any other applicable lockout measures required.

It is important to note that while servicing and maintaining these pieces of equipment, extra care is taken with potential hazardous elements that may remain (such as the fuel in the tank, even after the key has been secured and the battery disconnected). Therefore, before any task on a vehicle, employees shall assess their specific task and determine if other potential hazards exist. For example, if welding is to take place under the carriage, the gas tank may need to be emptied.

Facilities:

The Facilities Department is responsible for the maintenance and repair of the town’s building components, including HVAC systems, generators, elevators and more. Facilities also jointly maintain pools located within the town. Although Facilities may be responsible for ensuring equipment maintains in safe operable condition, employees do not work on all pieces of equipment. Outside contractors are relied upon for servicing some equipment beyond scope of the Facilities’ capabilities. Regardless of who is used to service equipment, all applicable Facilities employees shall be familiar with all potential types of energies and the general shut down procedures of equipment.

Primary hazardous energies personnel will come across include:

- Electrical energy from systems;

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- Mechanical motions due to moving power transmission components;
- Items subject to gravity or mechanical movement;
- Hydraulic pressures from vehicles or other equipment;
- Chemical energy due to contact with battery acid, coolant, lubricants;
- Electric battery shock, arc, and burn hazards;
- Fire and explosion hazards associated with the fuel and fluid systems;
- Hot or cryogenic fluid, surface (thermal) hazards;
- Hydraulic hazards associated with fluids under pressure;
- Mechanical motions due to moving power transmission components;
- Mechanical hazards associated with energy from vehicles or equipment components unexpectedly starting; and/or
- Loss of pneumatic or hydraulic pressure used to prevent movement of vehicles, machines, equipment or their parts.

Lock Removal:

Where the owner of the locking/tagging device is not available to remove that device, Appendix B shall be filled out in its entirety. The *employer* may direct the removal under the conditions described in 1910.147(e)(3), being:

- Verification that the Authorized person is no longer onsite;
- Reasonable efforts have been made to contact the Authorized person to inform them of the locking / tagging device removal;
- The Authorized person will be informed of the removal upon arrival at the site and resuming works.

Before shift changeover, the relevant Authorized person must make verbal and visual contact with Authorized person who will be taking over and placing their locking/tagging device onto the machine/equipment. Transfer procedures for change-over of locking/tagging devices will be agreed and undertaken in an orderly manner to ensure continuity of the hazardous energy isolation/control.

Multiple Workers:

Where more than one person is conducting work requiring LOTO, a locking/ tagging device must be placed by EACH Authorized person conducting work. The same number of Authorized persons

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must remove the locks. Specialized equipment (such as multiple lock clamps) will be employed where required.

Resuming Normal Machine Operation:

When restarting normal machine operation ensure that all of the following have been completed:

- All tools / equipment or other non-essential materials are collected and removed from area. Ensure work has been undertaken as required.
- All components of the machine/ equipment are operationally intact.
- Machine guards and safety features are replaced/ functional.
- Remove all non-essential persons from area.
- Check that operational controls are in the off, neutral or safest position.
- Remove locking / tagging device. Ensure locking/ tagging devices are removed only by the owner of that device.
- Notify affected persons of the return to service and removal of locking / tagging devices.

Training:

All employees will be provided with LOTO training according to their job title and task requirements. Employees will be designated as Authorized or Affected.

Documentation of LOTO training shall be maintained by the Director of Human Resources and Legal Compliance or designee.

Retraining shall be provided for employees when new equipment is accessed, if there is an injury resulting from failure to apply safe work procedures, or if review of procedures suggests retraining take place, or if a Department Director deems it necessary.

All employees are expected to assist each other in working safely and should use any information provided during formal and informal training sessions.

Any employee who does not completely understand a policy or procedure should consult their department Director for clarification.

This program shall be reviewed annually.

Town of Rocky Hill

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Machine Specific Procedures Reference Index

RH MSP 1	Air Handlers, General
RH MSP 2	Gas Air Handlers
RH MSP 3	Library Air Handler, Electric
RH MSP 4	Police Department Air Handler
RH MSP 5	Gas Boilers
RH MSP 6	Air Compressors
RH MSP 7	Town Hall Generator
RH MSP 8	Police Department Generator
RH MSP 9	Fire Station 3 Generator
RH MSP 10	Vehicles
RH MSP 11	Earth Moving Equipment
RH MSP 12	Ride On Equipment
RH MSP 13	Small Equipment
RH MSP 14	Elevators
RH MSP 15	PD Chiller
RH MSP 16	Fire House Heat Units
RH MSP 17	Highway & Parks Unit Heaters
RH MSP 18	Hot Water Heaters (Standard Electric)
RH MSP 19	On-Demand Pack Heaters
RH MSP 20	High School Pool Pumps
RH MSP 21	Outdoor Pool Pumps

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Gas Air Handling Units	Location: Throughout Town Buildings
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: *(applicable energies indicated by )*

Hydraulic (H)

Electrical (E)

Thermal (T)

Chemical (C)

Steam (S)

Mechanical (M)

Gravity (G)

Pressurized (P)

Initials	All Authorized persons shall verify that the following has been addressed:
	Before shutdown, ensure you are familiar with machine-specific procedures.
	Inform all affected employees of the lockout.
	Turn off machine per operating instructions.
Positioned Locked by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed: <ol style="list-style-type: none"> 1.) (E) Shut off appropriate circuit at panel in main panel room. 2.) (E) Shut off main disconnect on air handler. 3.) (C) Close gas valve to unit.
Verified by	
	In a group lockout, all members of the group must add their locks to the lockout.
	Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
	Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials	Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
	Clear area and equipment of tools.
	Inform affected employees that the equipment will be started.
	<ol style="list-style-type: none"> 1.) (E) Turn on main circuit in main panel room. 2.) (E) Turn on breaker located on the air handler. 3.) (C) Open gas valve to unit.

Completed and Re-Start up of Equipment By: _____

Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Forced Air Handlers (Gas)	Location: Throughout Town Buildings
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )

Hydraulic (H)

Electrical (E)

Thermal (T)

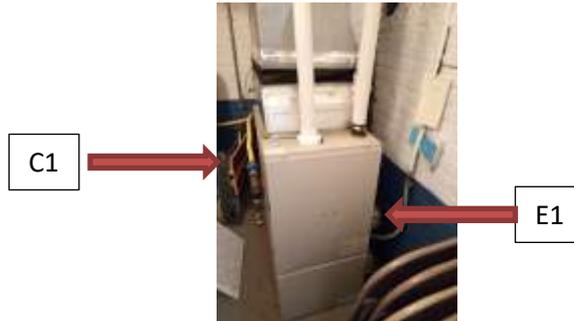
Chemical (C)

Steam (S)

Mechanical (M)

Gravity (G)

Pressurized (P)



Initials	All Authorized persons shall verify that the following has been addressed:
	Before shutdown, ensure you are familiar with machine-specific procedures.
	Inform all affected employees of the lockout.
	Turn off machine per operating instructions.
Positioned Locked by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed: 1.) (C) Turn gas valve to closed position. (C1) 2.) (E) Shut off service switch to unit. (E1)
Verified by	
	In a group lockout, all members of the group must add their locks to the lockout.
	Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
	Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials	Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
	Clear area and equipment of tools.
	Inform affected employees that the equipment will be started.
	1.) (E) Turn service switch on.
	2.) (C) Turn gas valve to open position.

Completed and Re-Start up of Equipment By: _____

Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Air Handler (Electric)	Location: Library Lower Mechanical Room, Childrens Side; Upper Machine Room; and by Loading Dock
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )

Hydraulic (H)

Electrical (E)

Thermal (T)

Chemical (C)

Steam (S)

Mechanical (M)

Gravity (G)

Pressurized (P)



Initials		All Authorized persons shall verify that the following has been addressed:
		Before shutdown, ensure you are familiar with machine-specific procedures.
		Inform all affected employees of the lockout.
		Turn off machine per operating instructions.
Positioned Locked by	Verified by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed:
		1.) (E) Turn off power to air handler via switch box on wall near entry door. (E1)
		2.) (T) Turn water feed valve to closed position. (T1)
		3.) (E,C) Turn off condenser outside using switch box in cage behind unit. (E2,C1)
		Note: System has Freon in closed loop. Once condenser is turned off, Freon pump stops flow.
		In a group lockout, all members of the group must add their locks to the lockout.
		Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
		Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Initials	Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
	Clear area and equipment of tools.
	Inform affected employees that the equipment will be started.
	1.) (E,C) Turn on condenser outside using switch box in cage behind unit.
	2.) (T) Turn water feed valve to open position.
	3.) (E) Turn on power to air handler via switch box on wall near entry door.

Completed and Re-Start up of Equipment By: _____

Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Air Handling Unit (Electric)	Location: Police Department; I.T. Cooling, and Firehouse 1
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )

Hydraulic (H)

Electrical (E)

Thermal (T)

Chemical (C)

Steam (S)

Mechanical (M)

Gravity (G)

Pressurized (P)



E1



E,C2

Initials		All Authorized persons shall verify that the following has been addressed:
		Before shutdown, ensure you are familiar with machine-specific procedures.
		Inform all affected employees of the lockout.
		Turn off machine per operating instructions.
Positioned Locked by	Verified by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed:
		1.) (E) Turn off service switch on side of unit. (E1)
		2.) (E,C) Turn off disconnect next to condenser in rear of building. (E,C2)
		Note: This system has Freon in a closed loop. Once condenser is powered off, pump will stop flow.
		In a group lockout, all members of the group must add their locks to the lockout.
		Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
		Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials		Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
		Clear area and equipment of tools.
		Inform affected employees that the equipment will be started.
		1.) (E,C) Turn on disconnect next to condenser in rear of building.
		2.) (E) Turn on service switch on side of unit.

Completed and Re-Start up of Equipment By: _____

Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Gas Boilers	Location: Throughout Town Buildings
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )

Hydraulic (H)

Electrical (E)

Thermal (T)

Chemical (C)

Steam (S)

Mechanical (M)

Gravity (G)

Pressurized (P)



Distribution Pumps
Ex. 1



Upstream Water Supply
Ex. 2



Gas Shut Off
Ex. 3

Initials	All Authorized persons shall verify that the following has been addressed:
	Before shutdown, ensure you are familiar with machine-specific procedures.
	Inform all affected employees of the lockout.
	Turn off machine per operating instructions.
Positioned Locked by	Verified by
	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed:
	1.) (E) Shut off distribution pumps (Ex. 1) from water feed.
	2.) (T) Close/isolate upstream water supply via valve on feed pipe (Ex. 2).
	3.) (T) Close water feed valve to circulator pump on boiler unit.
	4.) (C) Turn gas feed valve located near unit to closed position.
	5.) (E) Shut off power to burner and unit via electrical panel.
	6.) (E) Shut off power to circulator pumps via electrical panel.
	7.) (T) Close return valve leading from unit.
	In a group lockout, all members of the group must add their locks to the lockout.
	Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
	Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials	Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
	Clear area and equipment of tools.
	Inform affected employees that the equipment will be started.
	1.) (E) Turn on distribution pumps for water feed.

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

	2.) (T) Open upstream water supply valve.
	3.) (T) Open water feed valve to circulator pump on unit.
	4.) (E) Turn on power to burner and unit via electrical panel.
	5.) (E) Turn on power to circulator pumps via control panel.
	6.) (C) Open gas feed valve to unit.
	7.) (T) Open return feed valve leading from unit.

Completed and Re-Start up of Equipment By: _____

Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Air Compressors	Location: Throughout Departments
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )

Hydraulic (H)

Electrical (E)

Thermal (T)

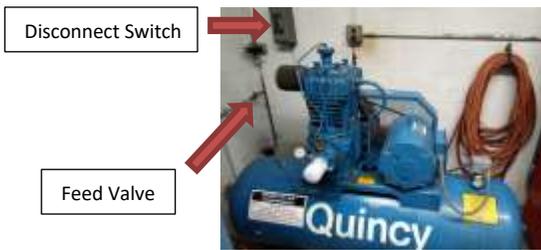
Chemical (C)

Steam (S)

Mechanical (M)

Gravity (G)

Pressurized (P)



Initials	All Authorized persons shall verify that the following has been addressed:
	Before shutdown, ensure you are familiar with machine-specific procedures.
	Inform all affected employees of the lockout.
	Turn off machine per operating instructions.
Positioned Locked by	Verified by
	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed:
	1.) (E) Turn off compressor via disconnect located behind units on wall.
	2.) (P) Close air feed valves.
	3.) (P) Drain compressor of residual air using valve at bottom of tanks.
	In a group lockout, all members of the group must add their locks to the lockout.
	Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
	Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials	Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
	Clear area and equipment of tools.
	Inform affected employees that the equipment will be started.
	1.) (P) Close drain valve.
	2.) (E) Turn disconnect on wall to on position.
	3.) (P) Open air feed valve.

Completed and Re-Start up of Equipment By: _____

Date: _____ Time: _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Generator (Diesel)	Location: Town Hall, Town Garage, Fire House
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )

Hydraulic (H) **Electrical (E)** Thermal (T) Chemical (C)

Steam (S) Mechanical (M) Gravity (G) Pressurized (P)



Initials	All Authorized persons shall verify that the following has been addressed:
	Before shutdown, ensure you are familiar with machine-specific procedures.
	Inform all affected employees of the lockout.
	Turn off machine per operating instructions.
Positioned Locked by	Verified by
	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed:
	1.) (E) Switch the Run/Off/Reset/Auto toggle on control panel to the off position. (E1)
	2.) (E) Depress Emergency Stop button. (E2)
	Note: This procedure is only for checking fluids. All other services for all Town of Rocky Hill generators are to be performed by Detroit-Atlantic Diesel.
	In a group lockout, all members of the group must add their locks to the lockout.
	Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
	Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials	Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
	Clear area and equipment of tools.
	Inform affected employees that the equipment will be started.
	1.) (E) Release Emergency Stop button.
	2.) (E) Switch the Run/Off/Reset/Auto toggle on control panel to the Auto position.

Completed and Re-Start up of Equipment By: _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Date: _____ Time: _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Generator (Diesel)	Location: Police Department
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )

Hydraulic (H)

Electrical (E)

Thermal (T)

Chemical (C)

Steam (S)

Mechanical (M)

Gravity (G)

Pressurized (P)



E1

Initials	All Authorized persons shall verify that the following has been addressed:
	Before shutdown, ensure you are familiar with machine-specific procedures.
	Inform all affected employees of the lockout.
	Turn off machine per operating instructions.
Positioned Locked by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed: 1.) (E) Switch toggle located on control panel to off. (E1) Note: This is only for checking fluid levels. Service is to be performed by Detroit-Atlantic Diesel.
Verified by	
	In a group lockout, all members of the group must add their locks to the lockout.
	Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
	Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials	Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
	Clear area and equipment of tools.
	Inform affected employees that the equipment will be started.
	1.) (E) Switch toggle located on control panel to auto.

Completed and Re-Start up of Equipment By: _____

Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Diesel Generator	Location: Fire House 3
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )

Hydraulic (H)

Electrical (E)

Thermal (T)

Chemical (C)

Steam (S)

Mechanical (M)

Gravity (G)

Pressurized (P)



Initials		All Authorized persons shall verify that the following has been addressed:
		Before shutdown, ensure you are familiar with machine-specific procedures.
		Inform all affected employees of the lockout.
		Turn off machine per operating instructions.
Positioned Locked by	Verified by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed: 1.) (E) Turn off generator using the switch located on control panel. 2.) (C) Turn fuel valve located in rear of machine to closed position.
		In a group lockout, all members of the group must add their locks to the lockout.
		Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
		Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials	Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
	Clear area and equipment of tools.
	Inform affected employees that the equipment will be started.
	1.) (C) Turn fuel valve in rear of machine to open position. 2.) (E) Flip switch on control panel to on or auto position.

Completed and Re-Start up of Equipment By: _____

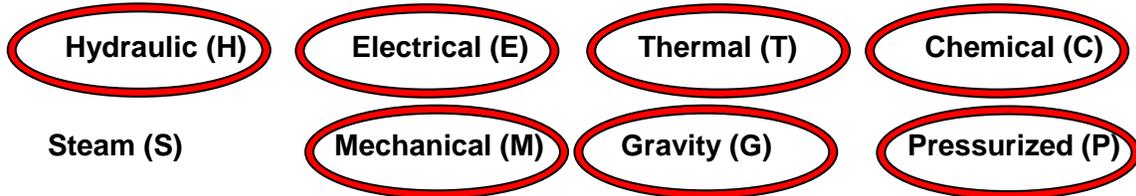
Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected:	Location: Highway and Parks Dept.
Description: Pick Ups, Dump Bodies, Fleet Vehicles	
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )



Initials		All Authorized persons shall verify that the following has been addressed:
		Before shutdown, ensure you are familiar with machine-specific procedures.
		Inform all affected employees of the lockout.
		Turn off machine per operating instructions.
Positioned Locked by	Verified by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed: <ol style="list-style-type: none"> 1.) (E) Turn vehicle off and remove ignition key; Place tag on steering wheel reading "Do Not Operate". 2.) (M) Block the wheels. 3.) (T) Allow any Thermal (heat) to cool from system, including system fluids such as antifreeze, oil, and radiator fluids (chemical). 4.) (H,P) Secure hydraulic and pneumatic systems (plow arms, dump beds, hose systems, etc.); hydraulic lockout lever often located in cab to prevent movement of hydraulic parts. Apply if present. 5.) (H) Hydraulic arms, if required to be in up position, engage Liftarm supports or block if not present. If not required to be raised, lay on ground in lowest energy state. 6.) (E) Disconnect battery cables and/ or batter disconnect switch.
		In a group lockout, all members of the group must add their locks to the lockout.
		Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
		Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials		Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
		Clear area and equipment of tools.
		Inform affected employees that the equipment will be started.
		<ol style="list-style-type: none"> 1.) (C) Ensure appropriate fluids are replaced in equipment. 2.) (E) Re-connect battery cables and/ or switch. 3.) (M,P,H) Remove blocks/chocks from wheels and pneumatics/hydraulics. 4.) Remove tag from steering wheel. 5.) (E) Place key in ignition.

Completed and Re-Start up of Equipment By: _____

Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Earth Moving Equipment	Location: Parks & Highway Dept.
Description: Bobcat 331, Skid steer, JD 310SG Backhoe	
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )













Initials		All Authorized persons shall verify that the following has been addressed:
		Before shutdown, ensure you are familiar with machine-specific procedures.
		Inform all affected employees of the lockout.
		Turn off machine per operating instructions.
Positioned Locked by	Verified by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed:
		1.) (E) Turn equipment off and remove ignition key; Place tag on steering wheel reading "Do Not Operate".
		2.) (M) Block the wheels.
		3.) (T) Allow any Thermal (heat) to cool from system, including system fluids such as antifreeze, oil, and radiator fluids (chemical).
		4.) (H,P) Secure hydraulic and pneumatic systems (plow arms, dump beds, hose systems, etc.); hydraulic lockout lever often located in cab to prevent movement of hydraulic parts. Apply if present.
		5.) (H) Hydraulic arms, if required to be in up position, engage Liftarm supports or block if not present. If not required to be raised, lay on ground in lowest energy state.
		6.) (E) Disconnect battery cables and/ or battery disconnect switch.
		In a group lockout, all members of the group must add their locks to the lockout.
		Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
		Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials	Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
	Clear area and equipment of tools.

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

	Inform affected employees that the equipment will be started.
	1.) (C) Ensure appropriate fluids are replaced in equipment.
	2.) (E) Re-connect battery cables and/ or battery disconnect switch.
	3.) (M,P,H) Remove blocks/chocks from wheels and pneumatics/hydraulics.
	4.) Remove tag from steering wheel.
	5.) (E) Place key in ignition.

Completed and Re-Start up of Equipment By: _____

Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Riding Mowers	Location: Parks Department
Description: JD X350, Xmark Stag 72, Sand Pro, Toro Winged Mower	
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )












Initials		All Authorized persons shall verify that the following has been addressed:
		Before shutdown, ensure you are familiar with machine-specific procedures.
		Inform all affected employees of the lockout.
		Turn off machine per operating instructions.
Positioned Locked by	Verified by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed:
		1.) (E) Turn equipment off and remove ignition key; Place tag on steering wheel reading "Do Not Operate".
		2.) (M) Block the wheels.
		3.) (T) Allow any Thermal (heat) to cool from system, including system fluids such as antifreeze, oil, and radiator fluids (chemical).
		4.) (H,P) Secure hydraulic and pneumatic systems (plow arms, dump beds, hose systems, etc.); hydraulic lockout lever often located in cab to prevent movement of hydraulic parts. Apply if present.
		5.) (H) Hydraulic arms, if required to be in up position, engage Liftarm supports or block if not present. If not required to be raised, lay on ground in lowest energy state.
		6.) (E) Disconnect battery cables.
		7.) (E) Disconnect spark plug wires (some have multiple wires).
		In a group lockout, all members of the group must add their locks to the lockout.
		Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
		Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials		Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
		Clear area and equipment of tools.
		Inform affected employees that the equipment will be started.
		1.) (C) Ensure appropriate fluids are replaced in equipment.

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

	2.) (E) Re-connect spark plug wires.
	3.) (E) Re-connect battery cables.
	4.) (M,P,H) Remove blocks/chocks from wheels and pneumatics/hydraulics.
	5.) Remove tag from steering wheel.
	6.) (E) Place key in ignition.

Completed and Re-Start up of Equipment By: _____

Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Small Engines	Location: Parks and Highway Department
Description: Push Mowers, Weed Whackers, Blowers, Chainsaws	
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: *(applicable energies indicated by )*

- Hydraulic (H) Electrical (E) Thermal (T) Chemical (C)
 Steam (S) **Mechanical (M)** Gravity (G) Pressurized (P)

Initials		All Authorized persons shall verify that the following has been addressed:
		Before shutdown, ensure you are familiar with machine-specific procedures.
		Inform all affected employees of the lockout.
		Turn off machine per operating instructions.
Positioned Locked by	Verified by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed: 1.) (E) Disconnect spark plug wire.
		In a group lockout, all members of the group must add their locks to the lockout.
		Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
		Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials	Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
	Clear area and equipment of tools.
	Inform affected employees that the equipment will be started.
	1.) (E) Reconnect spark plug wire.

Completed and Re-Start up of Equipment By: _____

Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Elevators	Location: Throughout Town Buildings
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (*applicable energies indicated by *)

Hydraulic (H)
Electrical (E)
Thermal (T)
Chemical (C)

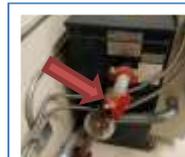
Steam (S)
Mechanical (M)
Gravity (G)
Pressurized (P)



Power to Car
Ex. 1



Power to Operating Unit
Ex. 2



Hydraulic Valve
Ex. 3

Initials	All Authorized persons shall verify that the following has been addressed:
	Before shutdown, ensure you are familiar with machine-specific procedures.
	Inform all affected employees of the lockout.
	Turn off machine per operating instructions.
Positioned Locked by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed: 1.) (E) Shut off power to elevator car (Ex. 1). 2.) (E) Shut off power to operating unit (Ex. 2). 3.) (H) Turn hydraulic valve on operating unit to closed position (Ex. 3).
Verified by	
	In a group lockout, all members of the group must add their locks to the lockout.
	Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
	Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials	Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
	Clear area and equipment of tools.
	Inform affected employees that the equipment will be started.
	1.) (H) Turn hydraulic valve to open position.
	2.) (E) Turn on power to operating unit.
	3.) (E) Turn on power to elevator car.

Completed and Re-Start up of Equipment By: _____

Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Police Dept. Chiller	Location: Police Department
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )

Hydraulic (H)

Electrical (E)

Thermal (T)

Chemical (C)

Steam (S)

Mechanical (M)

Gravity (G)

Pressurized (P)



Initials	All Authorized persons shall verify that the following has been addressed:
	Before shutdown, ensure you are familiar with machine-specific procedures.
	Inform all affected employees of the lockout.
	Turn off machine per operating instructions.
Positioned Locked by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed: 1.) (E,C) Turn off distribution pumps via disconnect located next to each pump (2) in Attic. 2.) (E) Turn off exterior electrical disconnect located on wall behind unit outside. 3.) (C) Turn the feed and return valves to closed position.
Verified by	
	In a group lockout, all members of the group must add their locks to the lockout.
	Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
	Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials	Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
	Clear area and equipment of tools.
	Inform affected employees that the equipment will be started.
	1.) (C) Turn the feed and return valves to open position.
	2.) (E) Turn on exterior electrical disconnect located on wall behind unit outside.
	3.) (E,C) Turn on distribution pumps via disconnect located next to each pump (2) in Attic.

Completed and Re-Start up of Equipment By: _____

Date: _____ **Time:** _____

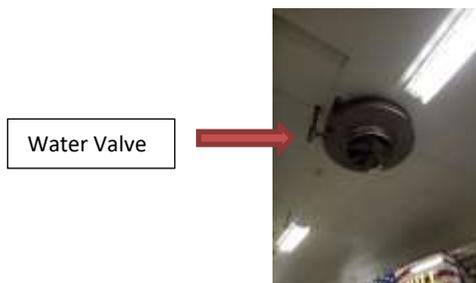
Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Electric Heater Units	Location: Fire Houses
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )

- Hydraulic (H)  Electrical (E)  Thermal (T) Chemical (C)
 Steam (S) Mechanical (M) Gravity (G) Pressurized (P)



Initials		All Authorized persons shall verify that the following has been addressed:
		Before shutdown, ensure you are familiar with machine-specific procedures.
		Inform all affected employees of the lockout.
		Turn off machine per operating instructions.
Positioned Locked by	Verified by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed: 1.) (E) Turn heater unit off using circuit breaker. 2.) (T) Turn water valve next to unit to closed position.
		In a group lockout, all members of the group must add their locks to the lockout.
		Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
		Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials	Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
	Clear area and equipment of tools.
	Inform affected employees that the equipment will be started.
	1.) (T) Turn water valve next to unit to open position.
	2.) (E) Turn heater unit on via circuit breaker.

Completed and Re-Start up of Equipment By: _____

Date: _____ Time: _____

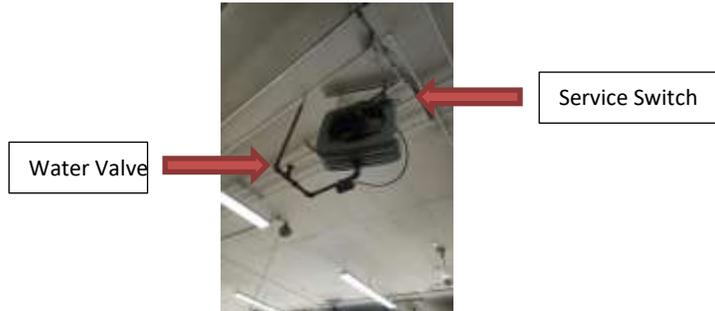
Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Ceiling Heaters	Location: Highway & Parks Dept.
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )

- Hydraulic (H) **Electrical (E)** Thermal (T) Chemical (C)
 Steam (S) Mechanical (M) Gravity (G) Pressurized (P)



Initials		All Authorized persons shall verify that the following has been addressed:
		Before shutdown, ensure you are familiar with machine-specific procedures.
		Inform all affected employees of the lockout.
		Turn off machine per operating instructions.
Positioned Locked by	Verified by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed: 1.) Turn water valve to closed position. 2.) (E) Turn unit off using service switch located near top. 3.) (E) Locate and turn circuit breaker off.
		In a group lockout, all members of the group must add their locks to the lockout.
		Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
		Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials		Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
		Clear area and equipment of tools.
		Inform affected employees that the equipment will be started.
		1.) (E) Turn circuit breaker on.
		2.) (E) Turn unit on using service switch.
		3.) Turn water valve to open position.

Completed and Re-Start up of Equipment By: _____
Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Hot Water Heater (Electric)	Location: Library, Parks, and Highway Departments
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )

- Hydraulic (H) **Electrical (E)** **Thermal (T)** Chemical (C)
 Steam (S) Mechanical (M) Gravity (G) Pressurized (P)



Example of Electric Hot Water Heaters

Initials	All Authorized persons shall verify that the following has been addressed:
	Before shutdown, ensure you are familiar with machine-specific procedures.
	Inform all affected employees of the lockout.
	Turn off machine per operating instructions.
Positioned Locked by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed: 1.) (E) Turn off power via switch box or breaker. (E1) 2.) Turn water feed valve to closed position. (see pic) 3.) (T) If applicable, close hot water return valve. 4.) (T) Drain tank/system via lower valve. (T1)
Verified by	
	In a group lockout, all members of the group must add their locks to the lockout.
	Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
	Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials	Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
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Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

	Clear area and equipment of tools.
	Inform affected employees that the equipment will be started.
	1.) (T) Close lower drain valve.
	2.) (E) Turn on power via switch box or breaker.
	3.) (C) Turn water feed valve to open position.
	4.) (T) If applicable, open hot water return valve.

Completed and Re-Start up of Equipment By: _____

Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Water Heaters/On-Demand Packs	Location: Throughout Town Buildings
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )

- | | | | |
|---------------|--|--|--|
| Hydraulic (H) |  Electrical (E) |  Thermal (T) |  Chemical (C) |
| Steam (S) | Mechanical (M) | Gravity (G) | Pressurized (P) |



Initials		All Authorized persons shall verify that the following has been addressed:
		Before shutdown, ensure you are familiar with machine-specific procedures.
		Inform all affected employees of the lockout.
		Turn off machine per operating instructions.
Positioned Locked by	Verified by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed: 1.) (C) Turn gas valve to closed position. (C1) 2.) (C) Turn water feed valve to closed position. (C2) 3.) (T) Turn return hot water valve to closed position. (T1) 4.) (E) Unplug unit from receptacle. (E1)
		In a group lockout, all members of the group must add their locks to the lockout.
		Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
		Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials		Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
		Clear area and equipment of tools.
		Inform affected employees that the equipment will be started.

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

	1.) (E) Plug unit into receptacle.
	2.) (C) Turn gas valve to open position.
	3.) (C) Turn water feed valve to open position.
	4.) (T) Turn hot water return valve to open position.

Completed and Re-Start up of Equipment By: _____

Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: High School Pool	Location: Filter Room of High School
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: *(applicable energies indicated by )*

Hydraulic (H)

Electrical (E)

Thermal (T)

Chemical (C)

Steam (S)

Mechanical (M)

Gravity (G)

Pressurized (P)

Initials		All Authorized persons shall verify that the following has been addressed:
		Before shutdown, ensure you are familiar with machine-specific procedures.
		Inform all affected employees of the lockout.
		Turn off machine per operating instructions.
Positioned Locked by	Verified by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed: 1.) (E) Turn off pump via circuit breaker in electrical panel of heating room. 2.) (C,P) Turn intake valve to closed position. 3.) (C,P) Turn return valve to closed position.
		In a group lockout, all members of the group must add their locks to the lockout.
		Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
		Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials		Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
		Clear area and equipment of tools.
		Inform affected employees that the equipment will be started.
		1.) (C,P) Turn intake valve to open position. 2.) (E) Turn pump on via circuit breaker in in electrical panel of heating room. 3.) (C,P) Turn return valve to open position.

Completed and Re-Start up of Equipment By: _____

Date: _____ **Time:** _____

Control of Hazardous Energy Permit

This Permit and the controlled operation(s) must be performed by trained and authorized personnel only.

Work Order #:	Date: 06/2017
Equipment Affected: Outdoor Pool Pump	Location: Outdoor Pool
Authorized Persons (Positioner/Verifier):	

Hazardous Energy Sources: (applicable energies indicated by )

Hydraulic (H)

Electrical (E)

Thermal (T)

Chemical (C)

Steam (S)

Mechanical (M)

Gravity (G)

Pressurized (P)



Initials		All Authorized persons shall verify that the following has been addressed:
		Before shutdown, ensure you are familiar with machine-specific procedures.
		Inform all affected employees of the lockout.
		Turn off machine per operating instructions.
Positioned Locked by	Verified by	Turn off main power switches of the hazardous energy and place locks and tags on them. The following machine-specific procedures should be followed:
		1.) (E) Turn off pump via circuit breaker in adjacent electrical panel.
		2.) (C,P) Turn intake valve to closed position.
		3.) (C,P) Turn return valve to closed position.
		In a group lockout, all members of the group must add their locks to the lockout.
		Verify equipment is de-pressurized, de-energized, and all hazards of energy have been removed, including residual energy.
		Attempt to restart equipment according to normal operating procedures to assure equipment is locked out.

Initials		Once work is complete, the equipment may be returned to the energized state provided the following is adhered to and verified:
		Clear area and equipment of tools.
		Inform affected employees that the equipment will be started.
		1.) (C,P) Turn intake valve to open position.
		2.) (E) Turn pump on via circuit breaker in adjacent electrical panel.
		3.) (C,P) Turn return valve to open position.

Completed and Re-Start up of Equipment By: _____

Date: _____ Time: _____

Appendix B
Documentation of Lock Removal
(Rev. 03/01/2024)

This document is to be filled out in its entirety before removing a lock placed on by another individual. This document should only be applied under the employer's acknowledgement and supervision.

NAME OF AUTHORIZED EMPLOYEE WHO APPLIED LOCK:		Date:	
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Identify attempts made to contact the authorized employee (phone, messenger, radio, paging, speaking with fellow employees).

Description of the whereabouts or location of the authorized employee.

Signature of management representative who will remove the lockout device.

Description of efforts made to continue the attempts to contact the authorized employee.

Description of efforts made to notify the authorized employee before he/she resumes work.