



Safety Rules  
Policy No. 09

Approved: 11/30/99, Revised: 10/10/06

City Manager: \_\_\_\_\_

## THE CITY OF POMONA

### SAFETY POLICIES AND PROCEDURES

### CONTROL OF HAZARDOUS ENERGY POLICY

---

#### I. PURPOSE

The purpose of this Policy is to establish the minimum requirements for lock-out of energy sources that could cause injury to personnel.

#### II. APPLICABILITY

This Policy applies to all City employees.

#### III. POLICY

It is the policy of the City of Pomona to comply with all aspects of the Cal/OSHA requirements for control of hazardous energy specified in the requirements for an Injury and Illness Prevention Plan, *California General Industry Safety Orders, Title 8, Subchapter 7, Section 3314* and *Electrical Safety Orders, Title 8, Subchapter 5, Section 2320* shall be met or exceeded.

#### IV. DEFINITION OF TERMS

*“Affected Employee”* – an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lock-out.

*“Authorized Employee”* – a person who locks out machines or equipment on which servicing, cleaning, or repairing is being performed under lock-out.

*“Energized”* – connected to an energy source or containing residual or stored energy.

*“Lock-out”* – the placement of a lock-out device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lock-out device is removed.

*“Energy Source”* – any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy.

**CONTROL OF HAZARDOUS ENERGY POLICY (Continued)**

---

**V. RESPONSIBILITIES**

- A. Department Director shall:
  - 1. Ensure that the Control of Hazardous Energy Policy is implemented. The department director has the authority to delegate any or all portions of this policy to subordinates, but the department director will be held responsible for compliance.
- B. Supervisors shall:
  - 1. Confirm that affected employees are made aware of nature and extent of lock-out and when it is to commence; and
  - 2. Implement the Control of Hazardous Energy Policy.
- C. Authorized Employees shall:
  - 1. Review the planned activities prior to commencement of work and use of lock-out;
  - 2. Communicate to Management or the Safety Officer the nature and extent of work involving lock-out/tag-out and when it is to commence.
- D. Safety Officer shall:
  - 1. Update and maintain the Control of Hazardous Energy Policy;
  - 2. Provide assistance in training employees on lock-out/tag-out and control of hazardous energy sources; and
  - 3. Provide assistance in conducting the equipment survey.

**VI. PROCEDURE**

A. Lock-out Procedures

The Control of Hazardous Energy Policy shall be used when servicing or maintaining machinery or equipment takes place. All authorized employees shall be issued a suitable lock or locks. The lock must have the employee's name and other identification (i.e. employee number, division) on it. Each lock shall be individually keyed. The authorized employee shall review the lock-out work instruction prior to conducting any work.

The authorized employee will check to be sure that no one is operating the equipment or machinery before turning the power off, shall notify all affected employees that a lock-out is required and the reason for the lock-out, and shall operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, and/or other) is disconnected or isolated from the equipment. Stored energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, or bleeding down.

**CONTROL OF HAZARDOUS ENERGY POLICY (Continued)**

---

Each authorized employee who will be working on the equipment or machinery shall put a lock on the machine or equipment's lock-out device(s). Each lock must remain on the machine or equipment until the work is completed. Only the authorized employee who placed the lock shall remove his/her lock. All energy sources, which could activate the machine or equipment, must be locked out. The authorized employee must test the main valve or electrical disconnect to be sure that the power to the machine or equipment is off. Electrical circuits must be checked with proper and calibrated electrical testing equipment. An electrical failure could energize the equipment, even if the switch is in the off position. Disconnects and operating controls should be returned to the off position after each test. If machinery must be capable of movement in order to perform a maintenance task, such as a cleaning operation, authorized employees shall use extension tools and keep their body away from any moving parts.

An accident prevention tag shall be attached to the lock. Lock-out devices and accident prevention tags shall be standardized within the facility in at least one of the following criteria: color, shape, or size, and additionally, in the case of accident prevention tags, print and format shall be standardized. Each accident prevention tag shall state "This lock and tag to be removed only by authorized personnel", with one of the following messages: "Do Not Start," "Do Not Open," "Do Not Close," "Do Not Energize," or "Do Not Operate." Hand written messages on accident prevention tags must be legible. Accident prevention tags shall be capable of enduring at least 50 pounds of pull.

**B. Removal of Lock-out Devices**

All nonessential items, such as tools, shall be removed from the equipment or machinery prior to the removal of any locks. All equipment or machinery components shall be checked to see if they are operationally intact, including guards and safety devices. Any defective guards shall be replaced or repaired before removing lock-out devices. The work area shall be checked to ensure that all employees are safely positioned or removed from the area prior to removing the lock-out devices. The authorized employee shall notify all affected employees and management before re-energizing the equipment and then may remove any lock-out devices and re-energize the equipment or machinery and place it back into service.

**C. Shift or Personnel Changes**

If lock-out lasts for more than one shift, the lock-out device must not be removed until the next shift is ready to lock-out the equipment or machinery. All individual lock-out devices of the outgoing shift working on the equipment or machinery will be removed and replaced by the oncoming shift's individual locks. The authorized employees of the oncoming shift must inspect and test the machinery or equipment to ensure de-energization.

**CONTROL OF HAZARDOUS ENERGY POLICY (Continued)**

---

**D.     Training**

Authorized employee(s) must be trained in the written policy, verification audit, and be fully knowledgeable of hazardous energies specifically related to the equipment or machinery. Retraining shall be provided whenever there is a change in their job assignments, a change in machinery, equipment, or processes that present a new hazard, or when there is a change in energy control procedures. Retraining shall also be conducted whenever a supervisor has reason to believe that there are deviations or inadequacies in the authorized employee's knowledge or use of the Control of Hazardous Energy policy. All training shall be documented and retained for a period of three (3) years.

**E.     Verification Audits**

Periodic audits shall be conducted to ensure that the requirements of this Policy are being followed. Division managers shall determine the frequency of the audits. However, lock-out/tag-out verification audits must occur at least once per year. An authorized employee other than the one using this policy or the Safety Officer shall conduct the lock-out/tag-out verification audit. Any deficiencies noted in the audit shall be corrected immediately. The audit shall include a review between the inspector, the authorized employee, and any affected employees to ensure that every employee understands their responsibilities under this policy. The following must be documented during the audit: identification of machinery or equipment for which this Policy is being referenced, the date of the inspection, the authorized employees interviewed, and the name of the auditor. The completed lock-out/tag-out verification audit form shall be provided to the Safety Officer and maintained for a period of three (3) years.

**F.     Contractors**

Outside contractors who will be conducting work for the City of Pomona covered by the scope of this Policy, must have a Control of Hazardous Energy Program that meets or exceeds the City's Program. All contractors will be required to comply with the City of Pomona's Contractor Safety Policy.

**VII.   ACTION**

This revised Policy is effective 10/10/06.