

**Commander Navy Region Southwest
(CNRSW)**



**PROCEDURES AND GUIDELINES
GOVERNING THE CNRSW
REGIONAL ENERGY CONTROL
LOCKOUT/TAGOUT PROGRAM**

**Ref: (a) OPNAVINST 5100.23 Series
(b) CNRSWINST 5100.11 Series
(c) 29 CFR 1910.147**

1. Program Administration. CNRSW Safety Headquarters is responsible for establishing a comprehensive Energy Control lockout/tagout program. The Site Safety Managers are responsible for implementation, execution, and auditing of the Regional Energy Control Lockout/tagout program at their Site. The activity is responsible to administer and coordinate the Regional Energy Control Lockout/tagout program at the workcenter level.
2. Authorized Employees. Supervisors are responsible for designating all authorized employees in writing and ensuring that all designated authorized employees receive the required training from the Regional Site Safety Office. Authorized employees are responsible for attending required training.
3. Affected Employees. The authorized employees are responsible for ensuring that all affected employees are notified that a lockout or tagout system is going to be utilized and the reason therefor, also ensuring that all affected employees have been instructed in the purpose and use of the energy control procedure.
4. Identification of machines, equipment or processes. The Command/Activity, with the assistance of the CNRSW Site Safety office, is responsible for determining what machines, equipment or processes, if any, meet the requirements of the Energy Control program. Where lockout is not feasible, tagout may be used.

Procedures and Guidelines
Regional Energy Control Tag Out/Lock Out Program
Prepared by CNRSW N221
August 01

CRSW Site Safety Offices shall maintain a list of the type of equipment and applications that they authorize to use tagout.

5. Written Procedure. The CNRSW Site Safety Office shall ensure that a written procedure is developed for all equipment or processes requiring energy control, lockout/tagout. This procedure shall clearly and specifically outline the scope, purpose, authorization, rules and techniques to be utilized for the control of hazardous energy. The authorized employees or supervisors shall maintain these written procedures at the cognizant workcenter.

6. Training. CNRSW Site Safety offices are responsible to provide training for all designated authorized employees utilizing the CNRSW lesson plan and powerpoint presentation. The Command / Activity Supervisor or authorized employee is responsible for training all the affected employees.

7. Lockout/Tagout devices. The Command/Activity is responsible for obtaining a sufficient number of locks, tags or locking devices as necessary to lockout/tagout all identified machines, equipment or processes.

8. Audits. The CNRSW Metrics Department shall audit the effectiveness of each CNRSW Site Safety Offices energy control program. The CNRSW Site Safety Offices shall conduct an annual audit of the energy control program for each Command under their cognizance utilizing the audit form provided by CNRSW Safety Headquarters. Each Command/Activity shall conduct and maintain periodic reviews of the energy control program utilizing appendix 24-D of COMNAVREGSWINST 5100.11C.

9. Responsibilities.

a. CNRSW Safety Headquarters in the Energy Control program:

(1) Develop training plan

(a) Training plan shall meet the requirements of 29 CFR 1910.147 (c) (7) as well as OPNAVINST 5100.23 (Series).

(2) Develop powerpoint presentation

(a) Powerpoint presentation shall be used in conjunction with the training plan in order to amplify certain training topics.

(3) Distribute training materials (training plan and powerpoint presentation)

(a) Training materials shall be distributed to all CNRSW Site Safety offices via E-MAIL or made available on CNRSW Safety "Shared Drive:

(4) CNRSW Metrics Department shall audit the effectiveness of each CNRSW Site Safety offices energy control program.

b. CNRSW Site Safety Offices in the Energy Control program:

(1) Ensure a written procedure is developed for all equipment or processes requiring energy control, lockout/tagout.

(a) The procedure shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy.

(2) Approve equipment or applications where tagout may be used in place of lockout and maintain a list of approvals.

(3) Conduct an audit of the energy control program at least annually.

(a) CNRSW Site Safety offices shall conduct an audit of the energy control program at each Command under their cognizance using the CNRSW energy control program (lockout/tagout) audit checklist. This audit shall be conducted at least annually utilizing the ENERGY CONTROL PROGRAM (LOCKOUT/TAGOUT) AUDIT CHECKLIST.

(4) Maintain a list of authorized employees.

(a) CNRSW Site Safety offices shall maintain a current list of all authorized employees under their cognizance.

(5) Implement training for authorized employees.

(a) Utilizing CNRSW lesson plan (Energy Control program, Lockout/tagout) along with the Energy control program powerpoint point presentation and various lockout/tagout devices as examples, conduct training for all authorized employees identified by Commands under their cognizance.

(6) Maintain attendance rosters.

(a) Utilizing Appendix 6-C of Chapter 6 of COMNAVREGSWINST 5100.11 (Series), document all authorized employees that have attended required training.

c. Command/Workcenter in the energy control program.

(1) Determine what equipment or processes, if any, meet the requirements of the energy control program.

(a) Identify all machines, equipment or processes under their cognizance, where, when servicing and maintenance of machines or equipment, the unexpected energization or start up of the machines or equipment, or release of stored energy could cause injury to employees.

(2) Develop a written procedure for locking/tagging out identified equipment/processes.

(a) Using Appendix 24-C of COMNAVREGSWINST 5100.11 (Series) as a guideline, ensure that all applicable equipment or processes have a written procedure that is to be followed when controlling hazardous energy.

(b) The procedure shall clearly and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy.

(3) Assign, in writing, authorized employees.

(a) All authorized employees identified by each Command/Workcenter shall be assigned in writing utilizing enclosure (1) as a sample.

NOTE: A listing of assigned personnel may be attached to the memo.

(4) Ensure that all authorized employees are properly trained.

(a) All employees that have been assigned in writing as authorized employees shall attend the Energy Control (Lockout/Tagout) training class offered by the CNRSW Site safety office.

(5) Ensure that all affected employees are properly trained.

(a) Each affected employee shall be instructed in the purpose and use of the energy control procedure.

(b) "Affected employee" training shall be conducted by the cognizant Command/Workcenter.

(c) Each Command/Workcenter shall maintain documentation that all affected employees have been instructed utilizing appendix 24-E of COMNAVREGSWINST 5100.11 (Series).

(6) Maintain all procedures, logs and inventories as required by the energy control program.

(a) Maintain an energy control procedure (Appendix 24-C of Chapter 24 of COMNAVREGSWINST 5100.11 (Series)) for all machines, equipment and processes that meet the requirements of the energy control program.

(b) Maintain specific procedures for and an inventory of (Appendix 24-A and Appendix 24-B of Chapter 24 of COMNAVREGSWINST 5100.11 (Series)) all equipment, machinery or processes that fail to have lockout capabilities.

(c) Conduct and maintain periodic reviews utilizing the WORKCENTER PERIODIC REVIEW OF ENERGY CONTROL PROCEDURES (Appendix 24-D of Chapter 24 of COMNAVREGSWINST 5100.11 (Series)) of the energy control program.

(d) Conduct and maintain Affected Employee Training Checklist (Appendix 24-E of Chapter 24 of COMNAVREGSWINST 5100.11 (Series)).

(7) Obtain a sufficient number of locks, tags or locking devices as necessary to lockout/tagout all identified machines, equipment or processes.

(a) Lockout devices and tagout devices shall be singularly identified; shall be the only devices used for controlling energy; shall not be used for other purposes; and shall meet the following requirements:

DURABLE - Capable of withstanding the environment to which they are exposed for the maximum time that exposure is expected.

STANDARDIZED - Lockout and tagout devices shall be standardized within the facility in at least one of the following criteria: color; shape; or size.

SUBSTANTIAL - Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as with the use of bolt cutters or other metal cutting tools. Tagout devices, including their means of attachment, shall be substantial enough to prevent inadvertent or accidental removal. Tagout device attachment means 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.

IDENTIFIABLE - Lockout devices and tagout devices shall indicate the identity of the employee applying the device(s).

5100.24
Ser #/???
Date

From: Command / Activity
To: NAVSTA Site Safety Manager, Navy Region, Southwest
Subj: DESIGNATION OF ENERGY CONTROL PROGRAM (ECP)
AUTHORIZED PERSON(S)
Ref: (a) COMNAVREGSWINST 5100.11 (Series)

1. As required by reference (a), Command / Activity hereby appoints name of appointee (s) and ssn as Energy Control Program Authorized Person for Command / Activity. This appointment is necessary to ensure that Command / Activity's Energy Control Program is in compliance with reference (a).

2. Your duties and responsibilities are provided in reference (a). As the ECP Authorized Person you have direct and unimpeded access to the NAVSTA Site Safety Energy Control Program manager on matters pertaining to Command / Activity's Energy Control Program.

3. POC is name and phone no. of point of contact.

Signature

ENERGY CONTROL FLOW CHART

