

## CHAPTER 24

### ENERGY CONTROL PROGRAM (LOCKOUT/TAGOUT)

#### 2401. Discussion

a. Purpose. This chapter establishes Navy policy and minimum procedures for locking out or tagging the sources of energy to equipment or systems under the requirements of reference 24-1 and the minimum performance standards of reference 24-2.

b. Scope and Application. The requirements of this chapter apply to the control of energy during servicing and maintenance of machinery and equipment ashore. These requirements apply only when the unexpected energizing or movement of machinery/equipment or the release of energy during the maintaining or servicing of such equipment/machinery could cause injury to personnel and/or property damage.

(1) This policy does not cover routine production operations unless:

(a) Operations require workers to remove or bypass a guard or other safety device.

(b) Operations require workers to place any part of their bodies into an area of the machine or equipment where work is actually performed upon the material being processed (point of operation) or where an associated danger zone exists during the machine operating cycle.

#### **NOTE:**

This chapter does not cover minor tool changes and adjustments and other minor servicing activities, which take place during normal production operations if they are routine, repetitive, and integral to the use of the equipment for production, provided that the work is performed using alternate measures which provide effective protection.

(2) The requirements of this chapter do not apply to the following:

(a) Shipboard operations that are covered under references 24-3 and 24-4

(b) Equipment under the exclusive control of electrical utilization installations for the purpose of power generation, transmission and distribution, including related equipment for communication or metering, which are covered under references 24-5 and 24-6

(c) Exposure to electrical hazards from work on, near or with conductors or equipment in electrical utilization installations, which are covered under references 24-5 and 24-6

(d) Work on cord and plug-connected electrical equipment where exposure to the hazards of unexpected start-up of the equipment is controlled by unplugging the equipment, and the plug is under the exclusive control of the worker performing the servicing or maintenance

(e) Hot tap operations involving transmission and distribution systems for substances such as gas, steam, water or petroleum products performed on pressurized pipelines if:



- (1) Continuity of service is essential.
  - (2) Shutdown of the system is impractical.
  - (3) Documented procedures are followed and special equipment utilized to protect personnel.
- (f) Training evolutions ashore on shipboard tagout per references 24-3 and 24-4. However, the installation of equipment for such training is covered by this instruction.

#### **2402. General Policy**

All shore activities shall comply with the lockout/tagout requirements of reference 24-1, except as noted in paragraph 2401.

- a. Commands shall discipline any person(s), other than the original person(s) who installed the lockout/tagout device(s) or that person's supervisor, who removes a lockout/tagout device.
- b. When similar machines and/or equipment are covered with a single generic written procedure, the procedure shall list the types of equipment to which the operating procedure applies.
- c. Lockout, not tagout is the preferred method of energy control and commands shall use it ashore where feasible. Activities shall not use combination locks for lockout. No two lockout devices (locks) shall have the same key. No more than two keys shall exist for any lock. The worker shall maintain one key and the supervisor shall maintain the other in a location readily accessible in the event of an emergency.
- d. Both lockout and tagout devices shall indicate the identity of the employee applying the device(s). Tagout devices shall indicate the cognizant shop or code, the telephone number where the employee can be reached during working hours, his/her supervisor, date applied, and the machine, equipment or system component that is de-energized.
- e. Commands shall ensure that all training complies with reference 24-1, is specific to the activity, but need not include instruction on energy sources or means of isolation that are not applicable to the activity.

#### **2403. Requirements for Contractors or Other Outside Agencies**

Activities shall ensure contracts require the contractor or agency to:

- a. Submit a copy of instructions explaining the contractor's or agency's lockout/tagout program. In addition, the activity shall provide the contractor or agency with a copy of the lockout/tagout program instruction of the activity where the work is to be performed.
- b. Contractors must comply with the requirements of reference 24-7.

**2404. Responsibilities**

a. Commanders of Echelon Two and Other Headquarters Commands shall:

(1) Ensure development and implementation of lockout/tagout programs are per the guidance in this chapter for all systems and operations under their cognizance.

(2) As necessary, provide amplifying guidance to subordinate activities on command implementation of the lockout/ tagout program to ensure program consistency and effectiveness.

b. Chief of Naval Education and Training (CNET) shall:

(1) Incorporate lockout/tagout requirements into the NAVOSH & Hazardous Material Control and Management Navy Training Systems Plan.

(2) Develop a lockout/tagout training syllabus and related performance qualification standards to include the provisions of lockout/tagout.

(3) Provide specialized lockout/ tagout training where necessary.

(4) Integrate lockout/tagout principles and procedures into the curriculum of the Navy Supply Corps School (Athens, GA) and the Naval School Civil Engineer Corps Officers (Port Hueneme, CA).

(5) Serve as the central source for delivery and dissemination of information on Navy lockout/tagout training.

(6) Incorporate lockout/tagout information into the curriculum of all appropriate training courses.

c. Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) shall provide standard stock OSHA-compliant tags and locks for use by activities per the requirements of this chapter.

d. Commanders, Commanding Officers, and Officers in Charge shall:

(1) Develop and implement written plans and procedures for a lockout/tagout program that meet the policy of this chapter and the direction of reference 24-1.

(2) Initiate actions to identify and resolve deficiencies in the lockout/tagout budget and allocation of resources to bring about effective local program implementation.

(3) Ensure a current roster of trained and qualified employees who are authorized to work on hazardous energy systems and equipment is maintained.

e. Activity OSH Offices shall:

(1) Approve the equipment or applications where tagout may be used in place of lockout (and maintain a list of approvals) unless this responsibility is delegated to someone else by the commanding officer.

(2) Annually review compliance with the provisions of this chapter and any specific procedures developed as a result.

(3) Where lockout is not feasible, tagout may be used. Activities shall maintain a list of the type of equipment and applications. The official authorizing tagout will ensure compliance with the requirements of this chapter for use of tagouts to achieve equivalent protection to lockout systems.

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References

24-1. Title 29 Code of Federal Regulations (CFR) 1910.147 of 13 Feb 96, The Control of Hazardous Energy (lockout/tagout), latest revision, and Title 29 CFR 1910.332 of 6 Aug 90, Electrical-Safety-Related Work Practices, latest revision (NOTAL)

24-2. American National Standards Institute (ANSI) Standard Z244.1-1982, American National Standard for Personal Protection Lockout/Tagout of Energy Sources-Minimum Safety Requirements (NOTAL)

24-3. OPNAVINST 5100.19D CH-1 of 30 Aug 01, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat (NOTAL)

24-4. OPNAVINST 3120.32C of 11 Apr 94, Standard Organization and Regulations of the U.S. Navy

24-5. OPNAV P-45-117-6-98 of Jun 98, Electrical Safety Field Guide

24-6. MIL-HDBK 1025/12 of November 1998, Military Handbook for Safety of Electrical Transmission and Distribution Systems

24-7. EM385-1-1 of Oct 92, U.S. Army Corps of Engineers Safety and health Requirements Manual (NOTAL)