



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCINST 5100.8
10 October 2003

NMRC D INSTRUCTION 5100.8

From: Officer-in-Charge, Naval Medical Research Center Detachment

Subj: ENERGY CONTROL PROGRAM (LOCKOUT/TAGOUT)

Ref: (a) 29 CFR 1910.147 Control of Hazardous Energy
(Lockout/Tagout)
(b) OPNAVINST 5100.23 Series
(c) NAVMEDRSCHCENINST 5100.9B

1. Purpose. This instruction establishes the Naval Medical Research Center Detachment, Lima, Peru (NMRC D) policy and ~~procedures for the locking out or tagging out of the sources of energy for equipment or systems as required by references (a) through (c).~~

2. Scope and Application. The requirements of this instruction apply to the control of energy during the servicing and maintenance of workplace machinery or equipment. These requirements apply only when the unexpected energization or internal movement of a machine or system could cause injury to personnel or cause property damage. This instruction does not apply to work on machines or systems where electrical power is connected via cord and plug, and the plug is under exclusive control of the worker performing the service or maintenance.

3. Policy

a. It is the policy of this command to ensure that, before any employee performs any servicing or maintenance on a machine where unexpected energizing, start-up, or release of stored energy could occur and cause injury, the machine will be isolated and rendered inoperative through the use of a lockout device.

b. If an energy-isolating device is not capable of being locked out, a tagout procedure that provides employee protection will be utilized.

c. Lockout and tagout of machinery or system shall only be performed by "authorized employees". Those individuals who

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routinely use machinery that may be locked out or tagged out are classified as "affected employees".

d. The only person allowed to remove a lockout or tagout device is the original person who applied it or that person's supervisor. Any other person removing a lockout or tagout device will be subject to disciplinary action.

4. Procedures. The procedures listed below pertain to all machines electrically operated and each is controlled by a single source of power and a single on/off switch.

a. Before an "authorized employees" de-energizes a machine, piece of equipment or system, the employee shall have knowledge of the type and amount of energy involved (e.g. 220 volts AC), the hazards of the energy and the methods used to control the energy.

b. The machine being turned off or shut down will be done in an orderly fashion to avoid any additional or increased hazard(s) to employees.

c. Only authorized employees will affix a lockout or tagout device to each energy-isolated switch of the machine.

d. Lockout devices, where used, will be affixed in a manner that will hold the switch in the "safe or "off" position.

e. Tagout devices, where used, shall clearly indicate that it is prohibited to move the switch from the "safe or "off" position.

(1) Where possible, the tag shall be affixed to the energy switch.

(2) Where the tag cannot be attached to the energy switch, the tag shall be located as close as possible to the switch, in a position that will be immediately obvious to anyone attempting to operate the machine.

(3) Additional efforts to make tagout procedures equivalent to lockout procedures include:

(a) Removal of an additional isolating circuit (fuse or circuit breaker)

(b) Blocking the controlling device (placing tap over the switch to block in its movement).

(c) Open an additional disconnect or relief device

f. Prior to starting work on machines that have been locked or tagged out, the "authorized employee" will verify that the machine is indeed de-energized or "off" by use of an instrument or by attempting to energize the machine.

~~g. Before removing the lockout or tagout device, and restoring energy to the machine, the "authorized person" shall ensure the following:~~

(1) The work area is checked and all nonessential items be removed and the machine is considered operationally intact.

(2) All affected employees for a specific machine are safely positioned or removed from the area, if necessary.

(3) All affected employees are notified that the lockout or tagout devices are being removed.

(4) The removal is conducted by the "authorized employee" who first applied the lockout or tagout device, or it may also be removed by the authorized employee's supervisor.

(a) Before the supervisor removes the device, a reasonable effort must be made to contact the "authorized employee" who first applied the device in order to verify that the "authorized employee" is not in the facility.

(b) The supervisor shall inform the "authorized employee" of the lockout/tagout removal when the "authorized employees" first returns to the workplace.

5. Training.

a. Each "authorized employee" shall receive initial training on the recognition of applicable hazardous energy sources, the

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type and magnitude of the energy available in his/her work place and the methods and means necessary to isolate and control the energy.

b. All employees who are affected by the shutting down of the machines will be instructed about the procedure and about the prohibition relating to attempts to remove, restart or reenergize these machines when they are locked or tagged out.

c. Authorized and affected employees will be retrained whenever a new machine, piece of equipment or system is added or existing machines are modified. Retraining must also be conducted whenever deficiencies are experienced in existing lockout/tagout procedures, or a mishap or near mishap occurred due to an employee's lack of knowledge of this program.

6. Program Review.

a. To ensure that the procedures and requirements of this program are followed, the program will be reviewed for procedural changes by the Command Safety Officer:

Whenever an accident or incident occurs.

Annually.

b. The annual review will be conducted by the Command Safety Officer and contain:

(1) Discussions with authorized employees on their responsibilities under the energy control procedures being reviewed.

(2) Identification of machines, equipment or systems meeting the focus of this instruction.

Date of review.

(4) Names of authorized employees.


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