

APPENDIX A

Definitions

Affected person - an employee whose job requires operation or use of a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires work in an area in which servicing or maintenance is being performed.

Authorized individual - a qualified person who is designated in writing by the responsible official to request, receive, and implement energy control procedures. The authorized individual shall have knowledge of the type, magnitude, and hazards of the energy involved and the methods to be used to control the energy.

Caution order - a procedure to direct cautious approach to abnormal conditions or equipment or to special operating instructions which are to be followed.

Caution Order Record, ENG Form 1928-R (see Appendix B) - records information pertinent to each caution order issued.

Caution Order Tag, ENG Form 1924 (see Appendix B) - a tag which is attached to equipment to implement the caution order procedure.

Danger - Do Not Operate Tag, ENG Form 1925 (see Appendix B) - a tag for attaching to each operational control point of equipment or entry point to an area requiring a safe clearance. Computer generated labels for attachment to these tags are authorized as long as the tag retains compliance with the requirements for tagout devices.

Electrical equipment - any device which produces, consumes, stores, transmits, or converts electrical energy.

Electrical line - any conductor used in the transmission of electrical energy from one point to another.

Energy isolation device - a physical device that prevents the transmission or release of energy. Includes, but is not limited to, manually operated circuit breakers, disconnect switches, slide gates, slip blinds, line valves, blocks, or similar devices, capable of blocking or isolating energy, with a position indicator. The term does not include push buttons, selector switches, and other control circuit type devices.

Energy source - includes electrical, mechanical, hydraulic,

ER 385-1-31
1 Aug 94

pneumatic, chemical, thermal, nuclear, stored, or other energy.

Full personnel protection - when a tagout device is used in place of a lockout device, full personnel protection is provided when (1) the tagout device is attached at the same location as the lockout device would have been attached, (2) all tagout-related requirements of this regulation have been complied with, and (3) additional means have been taken to provide a level of safety commensurate with that of a lockout device. Such additional means include the removal of an isolating circuit element, blocking of a control switch, opening and tagging an extra (separated by distance) disconnecting device, or the removal of a valve handle to reduce the likelihood of energizing.

Group lockout and tagout - a lockout and tagout procedure used when servicing and/or maintenance is performed by a crew, craft, department or other group and which affords each employee a level of protection equivalent to that provided by the use of a personal lockout or tagout device.

Group lockbox - a device or apparatus used during group lockout into which keys from the lockout devices securing the machine or equipment are inserted and which is secured by personal locks by each primary authorized individual.

Hazardous energy control procedure (safe clearance procedure) - the written procedure which clearly and specifically identifies the hazardous energy sources and outlines the scope, purpose, responsibilities, and procedural steps for lockout and tagout and the requirements for testing the effectiveness of energy control measures to be utilized for the control of hazardous energy from stated sources.

Hazardous energy control program (safe clearance program) - the written program consisting of energy control procedures and personnel training. Personnel training shall be both initial and periodic. The purpose of the training is to ensure that the purposes and functions of the energy control program are understood by all affected personnel and to provide the knowledge and skills required for the safe application, usage, and removal of energy controls.

Isolation - an activity which physically prevents the transmission or release of energy.

Issuing individual - a person, qualified by their knowledge of the type and magnitude of the energy, the hazards involved, and the methods or means to control the energy, who is authorized by the responsible official to issue safe clearances. The issuing

individual is a person with jurisdiction over an area or project, e.g., he may be the operator in charge of a shift at a powerhouse or substation, the supervisory engineer of a project or facility, or other supervisory person having operational control of systems to be placed under hazardous energy control procedures.

Lockout - a form of hazardous energy control utilizing the placement of a locking device, in accordance with established procedures, on an energy isolating device to ensure that the energy isolating device and the system being controlled cannot be operated or release energy until the lockout device is removed.

Lockout device - a device that utilizes a positive means, such as a key lock, to hold an energy isolating device in the safe position and prevent the energizing of a system.

Master tag - a document used for group lockout and tagout which each member of a crew, craft, or other group signs to provide worker accountability. The master tag shall be used to indicate that the employees working under a group safe clearance have read the hazardous energy control procedures and understand the limits of the clearance and fully comprehend the details of the job and the energy isolation devices actuated or put in place. The master tag may take the form of a safe clearance request form, clearance holder fact sheet, main hold card, work permit, or similar document that provides worker accountability.

Pressure systems - all piping, tubing, valves, controls, and other devices which operate or are maintained above atmospheric pressure. Also, see definition of vacuum systems.

Principal authorized individual - an authorized individual who oversees or leads a crew, craft, or other group of workers during group lockout and tagout.

Responsible official - the person in charge of the project or facility who designates the issuing and authorized individuals and who approves and directs the hazardous energy control program.

Restricted area - any area where hazardous conditions exist or have potential to exist, such as inside electrical vaults or tanks with potentially contaminated atmospheres.

Safe clearance - a definite operating arrangement whereby an authorized individual, acting individually or as a representative of a crew, removes designated equipment from service by lockout or tagout. A device or point under safe clearance does not necessarily indicate a zero energy state at that device or point.

ER 385-1-31
1 Aug 94

When issued, the safe clearance is the authorization to perform specified work in accordance with the limits of the safe clearance. Safe clearance involves the following general steps:

- 1 - request for safe clearance by an authorized individual
- 2 - accomplish requirements for safe clearance (isolation, guarding, grounding)
- 3 - safe clearance issued
- 4 - perform work
- 5 - clear work area of tools and workers
- 6 - release of safe clearance requested
- 7 - release safe clearance and return equipment to service

Safe clearance procedure/program - same as hazardous energy control procedure/program.

Safe Clearance Request, ENG Form 1927-R (see Appendix B) - a form on which requests for safe clearances, safe clearance releases, and all other pertinent data in connection with safe clearances is maintained. Computer generated facsimiles are authorized.

Stored energy - energy (electrical, mechanical, or chemical) that might be found in a charged capacitor, a loaded spring, chemical solutions, or similar forms.

System - includes machinery, equipment, and electrical, hydraulic, and pneumatic lines and their subsystems.

Tagout - a form of hazardous energy control procedure utilizing the placement of a tag on an energy isolating point, in accordance with established hazardous energy control procedures, to indicate that the energy isolating point and the equipment being controlled may not be operated until the tag is removed or a temporary lift is performed.

Tagout device - a prominent warning device, such as a tag with a means of attachment, which can be securely attached to an energy isolating device in accordance with established procedures to indicate that the energy isolating device and system being controlled may not be operated until the tagout device is removed.

Temporary removal (temporary lift) - the authorized act of working on or operating equipment while it is energized and with the removal of hazardous energy control devices. Temporary lifts must be explicitly detailed in the safe clearance request form and have authorization of the responsible and issuing individuals.

ER 385-1-31
1 Aug 94

Vacuum systems - all piping, tanks, tubing, valves, controls, and other devices which operate or are maintained below atmospheric pressure.

Work permit - A document used to assure worker accountability during group lockout and tagout. See definition for master tag.