APPENDIX B

Group Control of Hazardous Energy Procedure

Standard Procedure for Group Control of Hazardous Energy

The following lock-out sequence will be used to ensure that the machinery, equipment, or powered mobile equipment is stopped, isolated from all energy sources, and locked out before workers perform any service or maintenance.

1. **IDENTIFY GROUP PRIMARY AND GROUP ALTERNATE.** Where the Group Primary has been identified as responsible to carry out an action the Group Alternate will be responsible to confirm the action has been completed.
2. **NOTIFICATION:** The Group Primary notifies the appropriate personnel when service or maintenance is required. The notice will inform the appropriate personnel that the equipment must be shut down and locked out to perform servicing or maintenance.
3. **HAZARD ASSESSMENT**: The Group Primary must investigate and identify the type and magnitude of energy supplied, understand the hazards of the energy, and know the procedures to control the energy.
4. **ISOLATE ENERGY SOURCE**: The Group Primary ensures all energy sources are identified and isolated using energy isolation devices before the activity begins. The energy isolation devices must prevent energy from reaching the machinery, equipment, or powered mobile equipment.
5. **LOCKOUT:** The Group Primary ensures all energy isolating device(s) are secured with group locks, key securing systems, and/or other control of hazardous energy equipment as required. Tags will be applied to all locks, tags must state the worker's name, the date the tag was applied, and must indicate that the equipment to which it was attached may not be operated until the tag is removed.
6. **DE-ENERGIZE:** Stored or residual energy (such as that in capacitors, springs, elevated machine components, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure) must be dissipated or restrained by a method such as grounding, repositioning, blocking, or bleeding down.
7. **BUMP TEST:** The Group Primary will verify the energy isolation by attempting to operate the machinery, equipment, or powered mobile equipment or by another testing to make certain it will not operate. **CAUTION:** *Return operating control(s) to neutral or the "OFF" position after verifying isolation.*
8. **POSTING the WORKSITE**: The Group Primary will post a notice (Group Lock Out Form) identifying all equipment that has been locked out and that the hazardous energy is isolated.
9. **RESTORING EQUIPMENT TO SERVICE:** The Group Primary checks the equipment and the immediate area around the equipment to ensure that non-essential items have been removed and that the equipment components are operationally intact. The Group Primary ensures all workers are accounted for and have removed their personal locks from the group lockout device.
10. **VERIFICATION:** The Group Primary will ensure no other worker is endangered when the equipment is returned to service.
11. **FINAL CHECK:** The Group Primary will operate the machinery, equipment, or powered mobile equipment to confirm the repair or service has been completed and the machinery, equipment, or powered mobile equipment is operating as intended (or, utilize another testing method to confirm the repair or service was completed.)
12. **NOTIFICATION:** The Group Primary notifies the appropriate personnel when service or maintenance has been completed and the equipment is returned to service.

Appendix B: Group Control of Hazardous Energy
Group Lock Out Form

Part # 1: Declaration of Energy Isolation

I have isolated the supply of energy to the equipment listed on this form. I have tested for potential, dissipated any residual energy, applied locks and tags and tested the locking method.

If any individual has to leave the work site, they must contact their Supervisor and sign part 2 "Approval for Return of Energy and Start up of Equipment" prior to leaving.

Group Primary (Employee in Charge) Signed _____Date _____Time _____
Group Alternate Signed _____Date _____Time _____

Isolation Device Identification_____Building/rm#_____
Isolation Device Identification_____Building/rm#_____
Isolation Device Identification_____Building/rm#_____
Isolation Device Identification_____Building/rm#_____

I issue clearance to these following crafts persons to work on <u>ONLY</u> the equipment listed below;

Equipment designation: _____

_____ *Building/rm#*_____

Tested for Potential: ☐

Equipment designation: _____

_____ *Building/rm#*_____

Tested for Potential: ☐

Name: _____Signature: _____Date/Time:_____
Name: _____Signature: _____Date/Time:_____
Name: _____Signature: _____Date/Time:_____
Name: _____Signature: _____Date/Time:_____
Name: _____Signature: _____Date/Time:_____

Please see Part 2: Approval for the return of energy and startup of equipment

Part # 2: Approval For The Return of Energy And Startup Of Equipment.

I have completed all maintenance on the equipment noted in part 1 "Declaration of Energy Isolation" form.
All tools, testers, cleaning supplies and personal safety locks have been removed and accounted for.
I issue clearance for the removal of protective locks, and the return of energy to this equipment.

Note: All signatures from part 1 must be re-signed on part 2 before return of energy will be authorized.

Name: _____Signature: _____Date/Time:_____

Name: _____Signature: _____Date/Time:_____

Name: _____Signature: _____Date/Time:_____

Name: _____Signature: _____Date/Time:_____

Name: _____Signature: _____Date/Time:_____

Name: _____Signature: _____Date/Time:_____

Clearance issued to:

Group Primary (Employee in Charge): Signed _____Date _____Time _____

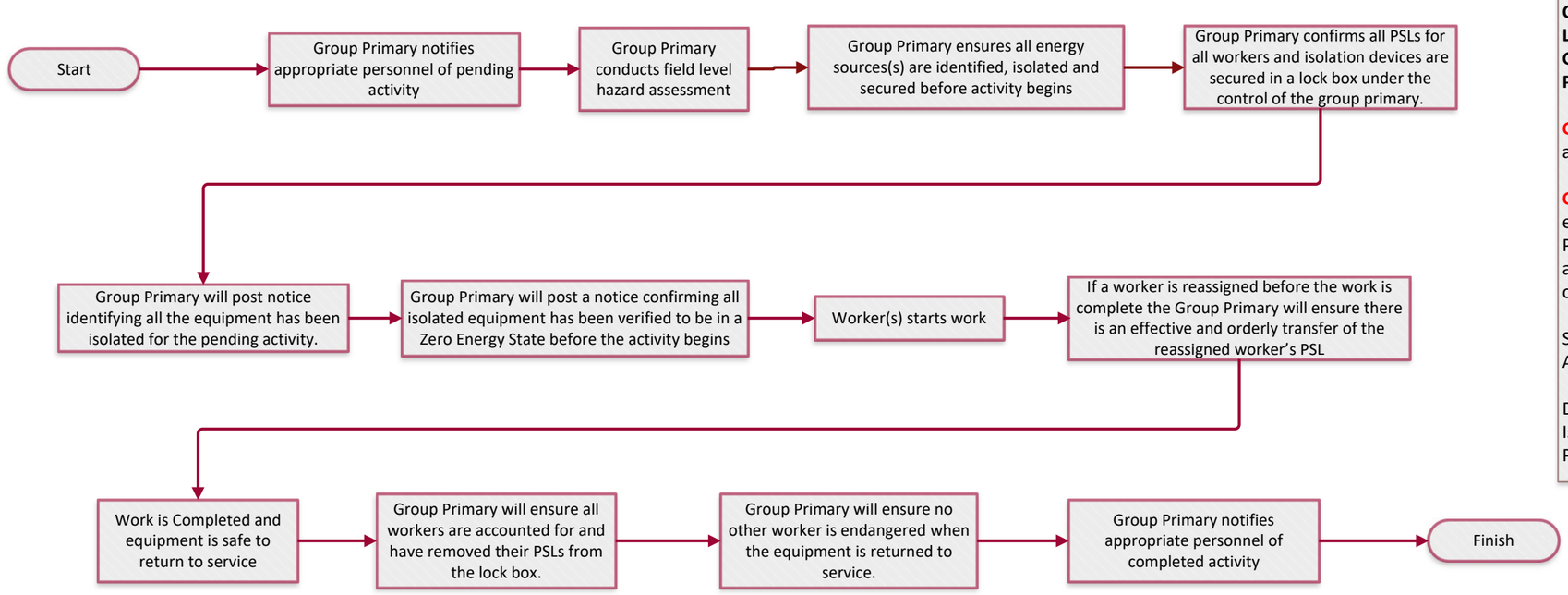
Group Alternate Signed _____Date _____Time _____

Environment, Health and Safety – Securing Isolation by a Group of Workers for the Control of Hazardous Energy – Process Map

UNIVERSITY OF CALGARY

Document No. EHS-MS-1304	**Document Custodian**: Environment, Health and Safety	**Version:** 1	The controlled version of this document is available at www.ucalgary.ca/safety

Locks and Tags to be used when machinery, equipment or powered mobile equipment is serviced, repaired, tested, adjusted or inspected.
This process to be used when more than two workers are servicing, repairing, testing, adjusting or inspecting machinery, equipment or powered mobile equipment and controlling hazardous energy is required.
This process will apply when a more than two workers must apply locks and tags to control hazardous energy while performing their duties.



Legend:

CoHE – Control of Hazardous Energy
LOTO – Lock Out Tag Out
GLOTO – Group Lock Out Tag Out
PSL – Personal Safety Lock (protects worker)

Group Primary – Worker designated by the employer as responsible to confirm all requirements are verified

Group Alternate - Worker designated by the employer as responsible as a back up to the Group Primary. Where the group primary is assigned an action the group alternate will confirm the action is completed.

Section: 6.1.2 Securing by Group Control and Appendix B

Date of Issue: 2024-03-15
Issued By: Environment, Health and Safety
Part: As per AB OHS Code – Part 15