



IUPUI
•Department of Environmental Health and Safety •
620 Union Drive, Room 043, Indianapolis, Indiana 46202

Appendix B
Energy Control Procedures

General Information	
Name of Equipment:	Identification Number:
Location of Equipment:	Date Developed:
Notification to Affected Employees	
Verbally notify all affected employees that the machine or equipment will be shut down and locked/tagged out for servicing or maintenance.	
Shutdown the Machine/Equipment	
List the normal stopping procedures for the machine/equipment including the type and location of the operation controls.	
Isolate the Machine/Equipment from all Energy Sources	
List all types, locations, and operation of "energy isolating devices" for this piece of equipment.	
Apply Lockout/Tagout Devices	
List what lockout/tagout device will be used on each isolating device (e.g., ball and valve lockout, chain with locks).	
Dissipate or Restrain all Stored or Residual Energy	
List all stored energy and the methods to be used to dissipate, restrain, or release.	

Verification of Isolation
List the ways to attempt a restart of the machine/equipment (e.g. by operating the start button or other normal operating controls).
Restoring Machine/Equipment to Normal Production Operations
<ul style="list-style-type: none">• Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.• Check the work area to ensure that all employees have been safely positioned or removed from the work area.• Verify that the controls are in neutral.• Remove the lockout devices and reenergize the machine or equipment.• Notify affected employees that the services or maintenance is completed and the machine or equipment is ready for use.• Reenergize machine/equipment.