Campus Unit: _____

It is the policy of the above-mentioned unit to comply with the University of Illinois Control of Hazardous Energy Program (Lockout/Tagout). The purpose of this document is to complement the University Program with Unit-Specific SOPs.

PROGRAM ADMINISTRATION

The University of Illinois recognizes that supervisors are not necessarily experts in the area of control of hazardous energy. However, as outlined in Section V/B – 1.0 of the Campus Administrative Manual, supervisors are "responsible for maintaining a healthy and safe environment within their areas under their supervision and are responsible for the safety of activities, procedures and operations under their control or direction." OSH and other qualified personnel will assist supervisors and individuals in fulfilling these obligations upon request.

The following individual has responsibility for the administration of Control of Hazardous Energy SOPs in the above-mentioned unit. It is the responsibility of this person to supervise the requirements of the Control of Hazardous Energy Program (Lockout/Tagout) and to ensure that Authorized Employees are implementing energy control procedures in a manner in which they have been trained.

_____ _____
(Name) (Title)

ENERGY CONTROL DEVICE AVAILABILITY

Energy control devices are located at _____.
Contact _____ at _____ to access the devices.

If you require devices that are not available in the above location, contact _____ _____at_____immediately.

All devices must be inspected daily prior to use. Damaged devices shall not be used and shall be reported to _____ at _____ immediately.

EQUIPMENT-SPECIFIC ENERGY CONTROL PROCEDURES

The following equipment/machines have equipment-specific energy control procedures that have been reviewed by the appropriate supervisor or Responsible Person. Copies of equipment-specific energy control procedures can be found at _____ _____and/or_____. If a procedure does not exist for the equipment/machine you have been assigned to maintain/repair, complete the form located in **Appendix C** and provide to your supervisor and/or Responsible Person upon completion.

Equipment/Machine ID	Equipment/Machine Description	Specific Location	Procedure ID

TRAINING

Authorized Employee training will be provided by _____.

Records of training for individuals in this unit can be found in _____.

The individuals listed below have completed proper training suitable for an **Authorized Person**.

Last Name	First Name	UIN	Signature

The individuals listed below have completed proper training suitable for an **Affected Employee**.

Last Name	First Name	UIN	Signature

ABANDONED LOCKS/TAGS

Abandoned locks/tags removal forms can be found in _____.

PERIODIC INSPECTIONS

Periodic inspection forms can be found in _____.

RECORDKEEPING

The Unit Responsible Person shall ensure records are retained in accordance with the following:

1. Equipment-specific energy control procedures shall be retained for the life of the equipment or until replaced by a new equipment-specific energy control procedure.
2. Training records to be retained for the length of employment.
3. Abandoned locks/tags removal forms shall be retained a minimum of year and shall be used for annual evaluation of the Unit-Specific SOPs.
4. Periodic inspection forms shall be retained a minimum of year and shall be used for annual evaluation of the Unit-Specific SOPs.