

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE**

**HILL AIR FORCE BASE INSTRUCTION
91-203**



15 JULY 2021

Safety

**HAZARDOUS ENERGY
CONTROL (LOCKOUT AND TAGOUT)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFMAN 91-203, Chapter 21 Hazardous Energy Control (Lockout and Tagout) and 29 CFR 1910.147. The criteria in this instruction are based on the Air Force's minimum safety requirements for the safe control of hazardous energy. It contains requirements for practices, procedures and training that provide protection for Air Force employees. This instruction is consistent with Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.147. This instruction applies to all Hill AFB organizations and tenants that use, service or maintain machines or equipment. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847 from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, Records Management and Information Governance Program and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: removal of service/administrative lock references, removal of pneumatic coupling exception, and removal of outdated AFI 91-203 references due to rewrite and conversion to AFMAN 91-203.

1. Roles and Responsibilities.

1.1. The Installation Safety Office shall:

1.1.1. Serve as the primary advisor to commanders, functional managers, supervisors, and employees on hazardous energy control.

1.1.2. Ensure compliance with Hazardous Energy Control requirements through program assessments and inspections.

1.2. Commanders, functional managers, and supervisors shall:

1.2.1. Provide employees with the required training, procedures and protective equipment required to comply with Hazardous Energy Control requirements.

1.2.2. Enforce Hazardous Energy Control requirements and take immediate action to correct any violation of safety rules observed or reported to them.

2. Lockout Tagout (LOTO) Locks.

2.1. LOTO locks shall be identified by conspicuous red coloring (paint, tape, or other means).

3. Forms.

3.1. HILL AFB Form 530, *Equipment Inventory*. Process owned equipment to which the hazardous energy control program applies, as defined in 29 CFR § 1910.147(a)(2), shall be inventoried on HILL AFB Form 530 or equivalent.

3.2. HILL AFB Form 215, *Lockout Tagout Procedures*. Hazardous energy control procedures for each piece of equipment identified in the hazardous energy control program equipment inventory and not excepted by 29 CFR § 1910.147(c)(4)(i) shall be documented on HILL AFB Form 215 or equivalent.

4. Exceptions.

4.1. HILL AFB Form 530 and HILL AFB Form 215 are not required to be maintained for real property equipment.

4.2. Real property equipment written hazardous energy control procedures shall be developed by an authorized employee immediately prior to service and/or maintenance.

5. Support Agencies.

5.1. Authorized employees of support agencies, such as Civil Engineering and 309th Maintenance Support Group, and workcenter supervisors shall coordinate notification of affected employees prior to application and after removal of energy control procedures.

6. Training.

6.1. Supervisors shall ensure all employees receive general LOTO awareness training.

6.2. Supervisors of authorized and affected employees must complete Authorized Employee LOTO training, *Initial LOTO for Authorized Employees* (MHPINP00000067SU) or equivalent to facilitate development and management of their LOTO program.

6.3. Authorized employees must complete Authorized Employee LOTO training, *Initial LOTO for Authorized Employees* (MHPINP00000067SU) or equivalent prior to performing work on equipment to which the hazardous energy control program applies.

6.4. Supervisors shall train authorized and affected employees prior to performing work on or with equipment to which the hazardous energy control program applies annually on the applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

6.5. Supervisors shall retrain authorized and affected employees whenever new hazards are introduced into the workcenter, hazardous energy control procedures are changed, inadequacies in employee knowledge are identified or deviations from use of the energy control procedures occur. Retraining shall also be performed when deficiencies are noted during program evaluation.

JENISE M. CARROLL, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 91-203, Chapter 21 *Hazardous Energy Control*, 11 December 2018

29CFR 1910.147 *The Control of Hazardous Energy (Lockout/Tagout)*

AFI 33-322, *Records Management and Information Governance*, 23 March 2020

AFMAN 33-361, *Publishing Processes and Procedures*, 21 March 2014

Prescribed Forms

HILLAFB 215, *Lockout/Tagout Procedures*

HILLAFB 530, *Equipment Survey for Lockout/Tagout Procedures*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

Terms

Affected Employee—An employee whose job requires them to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires them to work in an area in which such servicing or maintenance is being performed.

Authorized Employee—A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee's duties include performing servicing or maintenance covered under this section. Supervisors are not normally considered authorized employees unless they conduct servicing and maintenance.

Hazardous Energy Control (Lockout and Tagout) Program—Documentation, equipment specific procedures, employee training, assessments and inspections which integrate to control employee exposure to hazardous energy.

LOTO lock—Lock, singularly identified and traceable to the using employee, used to provide single point control of hazardous energy.

Real property—Lands, buildings, structures, utilities systems, improvements, and appurtenances thereto. Includes equipment attached to and made part of buildings and structures (such as heating systems) but not movable equipment (26 CFR Part 1.856-10).

Process owned equipment—Machinery or equipment owned or used by a work center that is not real property.