

Standards

HMIS-STD-TQ-61036

TPD-0038

Lockout-Tagout

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Program: Training

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Subject Matter Expert: Dey, David L

Alternate Subject Matter Expert: Jackson, Emmitt R

Functional Manager: Vandervert, Paul J

Use Type: Reference



- No USQ Required

JHA: Administrative

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Change Summary

Description of Change

Added requirement for Boundary Isolation Fundamentals class as a pre-requisite for Controlling Organization Administrators, Field Work Supervisors and Controlling Organization Qualified Workers.

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NOTE: Employees may print off this document for reference purposes but are responsible to check HMIS Procedure System to ensure the most current version is used to prevent unintended use of obsolete versions.

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1.0 PURPOSE

This Training Program Description provides guidance for managers and supervisors to determine the appropriate level of training to meet the training requirements of DOE-0336, Hanford Site Lockout/Tagout Procedure. The training program is designed to provide necessary skills for personnel to properly control the unexpected release of hazardous energy or materials for personnel protection.

2.0 SCOPE

This Level 2 Training Program Description applies to personnel performing servicing or maintenance work on the Hanford Site where the process for Hazardous Energy Control is directed through DOE-0336, Hanford Site Lockout/Tagout Procedure. This includes personnel categorized as Authorized Workers, Controlling Organization Administrators and Controlling Organization Qualified Workers. This training program also includes an Overview for managers, planners and others that need a full understanding of the lockout/tagout process, but do not need to maintain a qualification. This program does not apply to high voltage work performed by Electrical Utilities (EU) using HMIS-PRO-EU-066, Electrical Utilities Lock and Tag Program.

3.0 TRAINING REQUIREMENTS**3.1 Initial Training**

Line management is responsible for determining the level of lockout/tagout training necessary for workers. When scheduling training, management will designate the classification of the worker (Authorized Worker, Controlling Organization Qualified Worker or Controlling Organization Administrator) and the corresponding practical evaluation to complete.

3.1.1 Affected Worker

Affected Workers are employees whose job requires him or her to work in an area where equipment or system(s) have been de-energized under the Hanford Site Lockout/Tagout program. The initial training requirement for Affected Workers is met by completing Hanford General Employee Training (HGET).

3.1.2 Authorized Worker

Authorized Workers (AW) are employees responsible for installing and removing their own Authorized Worker Lock and Danger tag and conducting Safe to Work Checks. Authorized Workers may also be required to conduct and sign for the completion of the Safe Condition Check when requested by the Controlling Organization. The initial training requirement for authorized workers is met by completing the following course:

#00313I - Hanford Site Lockout/Tagout for Authorized Worker – Initial

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3.2 Qualification/Certification**3.2.1 Controlling Organization Qualified Worker**

Controlling Organization Qualified Workers (COQW) are employees designated by the Controlling Organization to install, verify or remove locks and “Danger-Do Not Operate (DDNO)” tags. The initial training requirement for a COQW is met by completing the following course:

- #00314I - Hanford Site Lockout/Tagout for Controlling Organization (CO) Qualified Workers – Initial
- 00311F Boundary Isolation Fundamentals

3.2.2 Controlling Organization Administrators

Controlling Organization Administrators prepare Tagout Authorization Forms (TAFs) and 8 Criteria Checklists and conduct technical reviews of a lockout/tagout. COAs authorize installation of lockout/tagouts and are responsible for ensuring the requirements of DOE-0336, Hanford Site Lockout/Tagout are met. The initial training requirements for a COA are met by completing the following course:

- #00315I - Hanford Site Lockout/Tagout for Controlling Organization (CO) Administrators – Initial
- 00311F Boundary Isolation Fundamentals

3.2.3 Managers/Work Planners /Others

Contractors may elect to require lockout/tagout training for personnel who do not perform lockout/tagout functions but need to be familiar with the process for performing lockout/tagout.

- Course #00312I, Hanford Site Lockout/Tagout Training Overview – Initial provides these personnel with a thorough understanding of the process and application of lockout/tagout under DOE-0336, Hanford Site Lockout/Tagout Procedure.

3.2.4 Lock Out Tag Out (LOTO) Training Instructor

- Maintain qualification in accordance with HMIS-STD-TQ-61034 , *Instructional Staff Qualification*”
- Be evaluated by course Point of Contact (POC) for specific course qualification using the Instructor Evaluation form A-6006-794. Instructor Evaluation shall be documented in the Electronic Records section of Integrated Document Management System (IDMS)

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3.3 Continuing Training

The Hanford Site Lockout/Tagout Committee has identified an annual re-training requirement for personnel that perform lockout/tagout. Retraining validates the proficiency of personnel performing lockout/tagout. Personnel are scheduled into retraining based on the level of initial training received.

3.3.1 Affected Worker

Continuing training for affected workers is completed every other year via a lock and tag training module in HGET.

3.3.2 Authorized Worker

Personnel identified as Authorized Workers and Supervisors who oversee lockout/tagout activities are required to complete the following courses every 12 months:

- #00313R - Hanford Site Lockout/Tagout for Authorized Worker – Retraining

3.3.3 Controlling Organization Qualified Worker

Personnel identified as COQW are required to complete the following courses every 12 months:

- #00314R - Hanford Site Lockout/Tagout for Controlling Organization Qualified Workers – Retraining

3.3.4 Controlling Organization Administrators

Personnel identified as COA are required to complete the following courses every 12 months:

- #00315R - Hanford Site Lockout/Tagout for Controlling Organization Administrators – Retraining

3.3.5 Managers/Work Planners/Others

There is no retraining course for personnel identified in this category. Management may elect to schedule these personnel into course #00312I, Hanford Site Lockout/Tagout Training Overview – Initial on a periodic basis to maintain their understanding of lockout/tagout.

3.4 Scheduling Training**3.4.1 Retraining personnel who have lapsed in training**

When personnel have lapsed in their retraining for Lockout/Tagout for greater than 90 days line management and the employee will determine whether the employees' knowledge and proficiency warrant them attending retraining class or initial training to reinstate their

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qualifications for performing lockout/tagout. In either case, the employee shall not perform lockout/tagout duties until their training qualification has been re-established.

3.4.2 Upgrading Lockout/Tagout Training

Personnel qualified as a Controlling Organization Qualified Worker may be upgraded to a Controlling Organization Administrator level by completing course #00315R, Lockout/Tagout Controlling Organization Administrator Practical Evaluation provided they are still current in their qualification as a COQW.

Personnel qualified as Authorized Worker must complete Initial Controlling Organization training to receive the practical evaluations for qualifying as a COQW or a COA. This upgrade is scheduled through the normal training scheduling process.

3.4.3 Procedure changes requiring retraining

When changes are made to DOE-0336, Hanford Site Lockout/Tagout Procedure, HAMMER Training will perform a training analysis of the change and provide written recommendation to the Hanford Site Lockout/Tagout Committee and the Training Center Of Excellence (TCOE) regarding the need for further training. The Hanford Site Lockout/Tagout Committee and the TCOE will consider the training recommendation in making their decision for the need to provide additional training covering the procedure changes.

3.5 Training Failures

Personnel who fail the practical evaluation during training are provided additional training covering the areas of failure and re-evaluated by a different instructor during the same training session. If the student fails a second time during the practical evaluation, their management is notified and a remediation plan should be developed and agreed to between HAMMER Training, the employee's training manager, the employee's management and the employee, if the employee is required to qualify in lockout/tagout.

4.0 RECORD IDENTIFICATION

All records are generated, processed, and maintained in accordance with HMIS-PRO-TQ-249, *Training Records Administration*; HMIS-PRO-RM-10588, *Records Management Processes*; HMIS-PRO-RM-32281, *Electronic Records Management*, as applicable.

Table 1. Records Capture Table

Name of Record	Submittal Responsibility	Retention Responsibility
<i>Instructor Evaluation form A-6006-794.</i>	Training Department	IDMS

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5.0 SOURCES

5.1 Source Requirements

DOE Order 422.1

29 CFR 1910.147

29 CFR 1910.333 (B) (2)

NFPA 70E, SECTION 120

10 CFR 851.23

DOE-0336

5.2 References

HMIS-PRO-RM-10588, *Records Management Processes*

HMIS-PRO-RM-32281, *Electronic Records Management*

5.3 Forms

Instructor Evaluation Form A-6006-794.