

Management Assessment Number	Management Assessment Title	Assessment Date(s)
HEP-FY08-MA-002	Control of Hazardous Energy (lockout / tagout).1910.147	May 21, 2008
Organization	Assessed Program / Activity	Responsible Manager
High Energy Physics Division (HEP)	Division compliance level of hazardous energy controls	H. Weerts
Team Leader	Team Member(s)	ESH/QA Representative
L. Reed	G. Drake K. Wood	L. Reed

Executive Summary

The assessment completed July 28, 2008 was based upon requirements of the ANL ES&H Manual, 7.1, 29 CFR 1910.147, Control of Hazardous Energy (Lockout/Tagout) in conjunction with the following 29 CFR 1926.417, "Lockout and Tagging of Circuits;" 29 CFR 1910.333, "Selection and Use of Work Practices;" 29 CFR 1910.269, "Electric Power Generation, Transmission, and Distribution;" DOE Order 440.1A, "Worker Protection for Federal and Contractor Employees;" DOE Order 5480.19, "Conduct of Operations;" DOE STD-1030-96, "Guide to Good Practices for Lockouts and Tagouts," and NFPA 70E, "Standard for Electrical Safety in the Workplace."

Focus and activity during the assessment included:

1. Identifying Division personnel with LO/TO responsibilities.
2. Evaluating personnel job hazard questionnaire, JHQ and training requirements, (TMS).
3. Inspecting Division LO/TO station and logbook
4. Reviewing Division LO/TO practices for Laboratory compliance requirements.

The assessment confirmed division records of LO/TO applications but identified deficiencies in the following areas;

- LO/TO Custodian responsibilities for maintaining monthly inspection of LO/TO logbook.
- Personnel LO/TO retraining.
- Improper LO/TO, lock and tag combination applied to equipment.
- Division annual review of hazardous energy control procedures, practices, and personnel

Deficiencies findings identified in this assessment, and the item(s) outlined in the Assessment Details/Results will be entered and tracked in iCatch for appropriate corrective action(s).

Purpose

Evaluate conditions of HEP Division LO/TO practices, LO/TO station(s), and verify proper implementation of the ANL LO/TO requirements for control of hazardous energy.

Scope

Reviewed training records of Division personnel with LO/TO responsibilities, interviewed LO/TO Custodian, and inspected the LO/TO station and logbook.

Assessment Details/Results

1. Logbook entries were not completed properly— there were various cross outs.

Requirement: ESH Manual 7.1.8.1 "All logbook entries must be completed in their entirety without the use of ditto marks or "same as above" notations."

2. Personnel retraining is not current and up-to-date

Requirement: ESH Manual 7.1.8.5 "Line supervisors must ensure that their personnel receive the appropriate training in lockout/tagout. Training must be documented and verified annually to ensure that lockout/tagout is understood by all personnel."

3. There was a red-banded lock applied on a piece of equipment and there was no date on the tag. -

Requirement: ESH Manual 7.1.7 "lockout - the placement of a lock and tag identification on an energy-isolating device in accordance with an established procedure conforming to the requirements of this section. Properly completed tag must accompany each lock. The employee's name and date the lock was applied must appear legibly on each and every tag."

4. There was a red-banded lock used on the 480 volt safety disconnect switch with a temporary out of use tag.

Requirement: ESH Manual 7.1.12.2 "The policy must clearly differentiate this procedure from lockout/tagout and state that lockout/tagout red-banded locks or "Danger" tags must not be used for administrative locking and/or tagging."

5. Previous records of Divisional review of hazardous energy control procedures, practices, and personnel were inadequate.

Requirement: ESH Manual 7.1.8.8 "At least every 12 months, divisions having any lockout/tagout authorized employees and/or station custodians must conduct an annual review of hazardous energy control procedures, practices, and personnel."

Additional Comments and/or Information

A) The HEP division has revamped its practical training program to clarify logbook entry procedures.

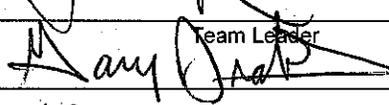
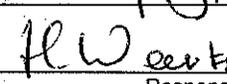
B) An additional LO/TO Custodian has been appointed within the division and new refresher/training schedule in progress.

C) Mislabeled lock and improper LO/TO combination have been corrected prior to conclusion of the assessment. Proper use of tags and lock will be emphasized in division practical training program.

D) Thorough and regular reviews are expected resulting from revamped program.

List of Attachments

Reviews/Approvals

Performed by:		Date: <u>8/6/2008</u> mm/dd/yy
Reviewed by:	 Mary Daulton Team Leader	Date: <u>8/7/08</u> mm/dd/yy
Approved by:	 H. W. Oertli Responsible Manager	Date: <u>8/7/08</u> mm/dd/yy

File/Distribution: Responsible Manager (retains original)
 Next Level Manager
 EQO Management Assessment Coordinator
 ESH/QA Representative