

# TEMPORARY CHANGE REQUEST

TCR NO. TCR-P-038, R0-001

(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:  
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or  
2) minor, and do not warrant Department Head review.

Person Requesting Change: Jerry Levine Phone Ext: 3439

Department Name: ES&H

Document Number: P-038 Revision No.: 0

Document Title: Control of Hazardous Energy Sources

## Reason for change:

**Changes to Organization and document title.**

## Change description: (Summarize and attach changed pages, with changes clearly indicated)

Change initiated by to Head, ES&H.

Use current title of procedure ESH-016.

1. Does this TCR significantly alter the intent or scope of the document? YES:        NO: X

2. Does this TCR significantly impact ES&H? YES:        NO: X

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

Jerry Levine 1/6/17  
Department/Division Head Approval Date

Jim Graham 1/6/17  
Head, Best Practices and Outreach/designee Date

Release/Effective date of this TCR: 1/6/17

Incorporate this TCR into next revision of this document? YES:        NO:

<b>Subject:</b>  <b>Control of Hazardous Energy Sources</b>	<b>Effective Date:</b>  December 2, 1991	<b>Initiated by:</b>  Head, ES&H
	<b>Supersedes:</b> HSD 5008, Section 11, June 01, 1990	<b>Approved:</b>  Director

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**Management System :** 03.00 Engineering  
**Management System Owner:** Head, Engineering and Infrastructure  
**Management Process:** 03.07 Conduct of Operations  
**Process Owner:** Head, Engineering and Infrastructure  
**Sub-Process:** 03.07.08 Lock-outs and Tag-outs  
**Sub-Process Owner:** Head, Engineering and Infrastructure  
**Subject Matter Experts (SMEs):** Head, ES&H; ES&H Electrical Safety Specialist; Head, Electrical Engineering Power Branch; AC Power Senior Engineer

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It is PPPL's policy to protect PPPL employees, subcontractors, and visitors from hazardous energy sources. Hazardous energy sources include, but are not limited to:

- Electrical
- Mechanical
- Hydraulic
- Pneumatic
- Chemical
- Thermal
- Ionizing and nonionizing radiation

The Laboratory has developed a method of controlling energy isolating devices via a lockout/tag-out procedure. This method is defined in Procedure ESH-016, Control of Hazardous Energy (Lockout/Tagout). ESH-016 requires the use of PPPL approved locks, tags, and other means to control the position of energy isolating devices. Lockout/Tagout shall be applied to any energy isolating device during servicing, maintenance, and installation of machine(s) or associated equipment, where unexpected start-up and/or release of stored energy could harm people or the environment.

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Unauthorized removal of a lock, tag, or other energy controlling device is an extremely serious offense. The PPPL Personnel Practices Manual classifies this as a Group I offense: whereby a violation of an established safety regulation or standard may result in serious harm to the employee or other employees, or may result in significant damage to property, equipment or environment. This type of violation may result in suspension or dismissal from the Laboratory.

**Training**

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Author

**A. Target Audience:** Dept. Heads, Division HeadsInstructor: Head, Best Practices/QA/QC

Training Method:

 Read only Email distribution only

Frequency:

 Once only Other: Upon changes to policy**Records Requirements Specific To This Procedure**

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Not Applicable - No records are generated as a result of this Policy