



Instructions

{Provide instruction on purpose of the form, how the form is to be completed, and to whom the form should be sent, once completed.}

Lockout/Tagout Procedure

Machinery or Equipment Name or Type:

Purpose

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It must be used to ensure the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energizing or start-up of the machine or equipment or release of stored energy could cause injury.

Specific Restrictions and Compliance Steps for Machinery or Equipment

Compliance Statement

All employees are required to comply with the restrictions and limitations imposed upon them during the use of LOTO. The authorized employees are required to perform the LOTO in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

Sequence of Lockout/Tagout

1. Notify all affected employees that servicing, or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2. The types and magnitude of energy hazards and methods to control them are listed.

Check the type of energy hazards associated with this machinery or equipment:

<input type="checkbox"/> Electrical	<input type="checkbox"/> Natural (wind, gravity)
<input type="checkbox"/> Chemical	<input type="checkbox"/> Pneumatic
<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Thermal
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Kinetic
<input type="checkbox"/> Other _____	

List the magnitude of the hazard if known (> 50 Volts, 500 lbs. of force, etc.): _____

List the devices that are used to control the energy hazards: _____

3. If the machinery or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open the switch, close the valve, etc.). List the location of the operating controls for the machine or equipment.

4. De-activate the energy source so that the machine or equipment is isolated from the energy source(s).

5. Lockout the energy source(s) with lock(s).

6. List the components that contain the energy (capacitors, springs, elevated machine members, rotating flywheels, etc.) and the methods to dissipate or restrain the energy (grounding, repositioning, blocking, bleeding, etc.).

7. Ensure the equipment is disconnected from the energy source(s) by first checking that no employees are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate. **Caution:** return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

Method of verifying the isolation of the equipment: _____

8. The machine or equipment is now locked out.

Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

1. Check the machine or equipment and the immediate area around to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout device(s) and reenergize the machine or equipment. **Note:** the removal of some forms of blocking may require reenergizing of the machine before safe removal.
9. Notify affected employees that the servicing or maintenance is completed, and the machine or equipment is ready for use.

Completed by _____

Date _____