

Lock-out/Tag-out Policy and Procedures

Building/Facility: _____ ID: _____

Equipment Name: _____

Equipment Location: _____

Breaker Location: _____

Is this equipment part of an interlocked system?

Yes ___ No ___

If so, what other equipment will be affected?

A:

B:

C:

Will it be necessary to secure permits to preform the necessary repairs?

A: Confined Space Entry

B: Bin Entry

C: Hot Work

If you have checked any of the above please secure permit and follow procedures.

1. Notify all affected employees about the project scope and time frame.
2. Identify all types of energy sources needed to be isolated while performing the repair.

If you do not know or have a how to safely isolate an energy source, contact a supervisor prior to shut down.

Electrical	Pneumatic	Hydraulic	Thermal	Mechanical	Gravity	Water	Chemical
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3. Turn off machinery or equipment by use of the "Operating Controls." Describe in detail the location of each control.

A:

B:

C:

Remember- Each individual must lockout!
You may not work under another persons lock.

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4. For energy sources identified above, give a detailed procedure on how to isolate:

A:

B:

C:

5. When all energy types are isolated, notify affected operator(s) and attempt to start the equipment by:

A:

B:

6. If machinery does not start return all controls to the **safe** or **off** position and perform necessary repairs.

*** When necessary, verify with a meter that all electrical energy has been isolated. ***

7. After the equipment is repaired and fully assembled, notify all affected employees that locks and isolation devices can be removed and that start-up will occur.

*** Each lock and isolation device is to be removed ONLY by the person who applied it. ***

8. For the energy sources that were isolated in step 4, give a detailed procedure how to remove the energy isolating devices.

A:

B:

C:

D:

*** Always be sure the machinery to be started is clear of tools, parts, and debris prior to start-up ***

9. With the assistance of the affected operator, start up the machinery by use of the operator controls.

Failure to follow these procedures may result in injury or death. Those who do not comply with this policy could be subject to disciplinary action up to and including termination.

Outside contractors must follow these Energy Control Procedures. They must also review and complete the Outside Contractor LOTO Check List

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