**Document Control Number:**

**Equipment Description:**

**Department Name:**

**For Equipment Asset No.:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision:** |  | **Last Reviewed Date:** |  |

**Those who intend to perform service or maintenance on this equipment must use *this procedure before any servicing or maintenance activities are performed where the unexpected energization, start up, or release of stored energy may cause injury. (i.e. repairs, set-up, clearing parts, etc.)***

**NOTE: Failure to follow these procedures will result in disciplinary measures up to and including discharge.**

**ENERGY SOURCES TO BE SECURED**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID # | Energy Source | Magnitude & Location | Method of Lockout | Procedure to Isolate Energy |
| 1 | Electric |  |  |  |
| 2 | Pneumatic |  |  |  |
| 3 | Natural Gas |  |  |  |
| 4 | Hydraulic/ Plant Oil |  |  |  |
| 5 | Cooling Water |  |  |  |
| 6 | Wastewater |  |  |  |

- PHOTOS OF ENERGY

 CONTROL POINTS -

**BEFORE SERVICING OR MAINTENANCE**

|  |  |
| --- | --- |
| 1. Notify affected employees
2. Locate isolation points for all energy sources (see above)
3. Shut down machine
4. Isolate energy (see instruction in Energy Sources table)
 | 1. Apply a lockout device if needed, then a lockout lock and tag, to each energy control device
2. Release stored energy if present
3. Verify zero energy state by attempting to start the machine
4. Return controls to the “OFF” position
 |

**TASK-SPECIFIC LOCKOUT PROCEDURES:**

**AFTER SERVICING OR MAINTENANCE**

|  |  |
| --- | --- |
| 1. Clear machine of tools and debris. Make sure all guarding is in place. Verify all controls are in the “OFF” or “NEUTRAL” position.
2. Ensure all employees have been cleared from the area.
3. Verify that controls are in the “OFF” position.
 | 1. Remove lockout devices and restore energy.
2. Start equipment. Check for normal operation.
3. Notify affected personnel that the machine is energized.
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| **Paper copy posted on/in:** | n/a |

**Approvals:**

|  |  |  |
| --- | --- | --- |
| Title  | Name  | Date Approved |
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| Revision | Reason for Change | Name of Author | Date |
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