**Unity Area Regional Recycling Center**

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**Certification of Training**

**Forklift Lock Out/Tag Out**

Date of training/completion:

Staff Member Name: \_\_\_

Instructor name:

Comments:

* Lock-out/tag-out procedure requires that, in general, before servicing or maintenance is performed on machines the machine must be turned off and disconnected from the energy source, and the energy isolating device must be ‘locked out’ and ‘tagged’ with the name of the person who locked out the machine and the date.
* Lock-out/tag-out is needed when: a staff member either removes or bypass guards or other safety devices, resulting in exposure to hazards at the point of operation; the staff member is required not to place any part of their body in contact with the point of operation of the machine, or into a danger zone associated with a machine operating cycle.
* Tags are used on the locks for maintenance.
* Only authorized personnel can work on the equipment and therefore tag them out.
* The person who applies the lock/tag MUST be the person to remove it; affected staff members may never remove a tag and or use tagged out equipment.
* Be sure all equipment and personnel are out of the danger zone before re-energizing.
* Lower forks to the floor if possible. Shut off fuel supply, disconnect fuel supply, remove fuel tank and return the tank to the fuel tank storage area. Attempt to start forklift to purge all fuel stored in the fuel system and remove key. Place tag on steering wheel with name of staff member and date it is removed from service.

Staff Member signature:

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_