|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INSERT PHOTO OF MACHINE** | |  | | [https://encrypted-tbn1.gstatic.com/images?q=tbn:ANd9GcTfi2-a6cn0_PmBg4RWJl60nvAkY42T0xJC7wi84UqskBO8cVxldQ](http://www.google.com/imgres?biw=1217&bih=643&tbm=isch&tbnid=_hsl9Mpu-xrrmM:&imgrefurl=http://beckysflowers.com/Policies.php&docid=rJtcNq4nDgRRjM&imgurl=http://beckysflowers.com/images/padlock.png&w=564&h=593&ei=-y0CU7a4A4z_yQHLtIGwDg&zoom=1&iact=rc&dur=796&page=3&start=40&ndsp=24&ved=0CIMCEK0DMDY) | Number of locks & tags: | 4 |
| **SHUTDOWN** | | | | | | | | |
| **STEP 1**  **Notify** | Notify all affected employees that \*\*\* must be shut down and locked out. Allow the system to run out of existing product. | | | | | | | |
| **STEP 2**  **Shut Down** | *- instructions -* | | *- photo of shut-down -* | | | | | |
| **STEP 3**  **Isolate Energy** | ***Electric:*** | | *- photo -* | | | | | |
| ***Compressed Air:*** | | *- photo -* | | | | | |
| ***Hydraulic:*** | | *- photo -* | | | | |
| ***Natural Gas:*** | | *- photo -* | | | | |
| ***Computer backup power supply:*** | | *- photo -* | | | | |
| **STEP 4**  **Dissipate Stored Energy** |  | | *- photo -* | | | | |
| **STEP 5**  **Attempt Re-Start** |  | | | | | | | |

**The equipment is now locked out and ready for servicing or maintenance.**

|  |  |
| --- | --- |
| **RESTART** | |
| **STEP 1**  **Check Machine** | Inspect the equipment to ensure that all tools, parts, etc. have been removed from the area. Replace any shields or guards that were removed. |
| **STEP 2**  **Check the Area** | Check the work area to ensure that all employees are safely positioned or removed from area. |
| **STEP 3**  **Verify Neutral** |  |
| **STEP 4**  **Remove Lockout** |  |
| **STEP 5**  **Notify** | Notify affected employees that the servicing or maintenance is completed and the machine is ready for use. |