

<p><i>PPE Required</i> <i>Include eye, ear, face, body, hand, foot, etc.</i></p>	1
	2
	3
	4
	5
	6

Lockout Application Steps

Step 1 – Review procedure and verify you have all of the needed lockout devices and locks required

Step 2 – Notify all affected persons and occupants that the equipment is being shut down and place accident prevention signs.

Step 3 – Shut down the equipment from the operator controls

STEP 4 – Isolate energy and lockout each point in order

Order	Energy Source <i>Steam, water, electrical, etc.</i>	Point <i>Specific asset</i>	LOTO Device <i>Style and type</i>	Method <i>How to turn off</i>	Visual <i>Photos or drawings</i>
1					
2					
3					
4					
5					
6					
7					

Physical hazard controls (blocking, Blinding, etc.)

Order	Energy Source	Point	Control Device	Method	Visual

STEP 5 – Verify lock out is complete by testing operation and/or verifying there is not energy at the work location. Dissipate any energy from the system that may release into the work area. Explain steps to verify below

1	
2	
3	
4	
5	

Step 6 – Begin Work

Lockout Release Steps

Step 1 – Inspect equipment and ensure all tools, spare parts, and waste are clear of the equipment

Step 2 – Review the procedure and make sure all authorized persons are present with their keys

Step 3 – Notify all affected persons and occupants that the equipment will be re-energized and tested

Step 4 Check area to make sure all affected person and occupants are clear of the equipment and it is safe to begin

Step 5 – Remove locks and re-energize

Order	Energy	Point	Device	Method
1				
2				
3				
4				
5				
6				
7				
8				

Step 6 – Notify affected employees and occupants the system is energized and ready for testing

Step 7 – Startup equipment and verify proper operation

Step 8 - Notify Affected persons equipment is back in service and remove accident prevention signs.



Lockout/Tag Out Equipment Procedure

Equipment:

ID#: