|  |  |  |
| --- | --- | --- |
| **Equipment /System:**  | **ID#:**  |  **Date:**  |
| **Building:**  | **Verified by:**  |  **Date:**  |
| **Specific Location:**  | **Next Audit Due:**  |
| **Scope/Use:** This procedure is required whenever machine guards or other safety devices are removed or bypassed, or any hazardous exposure to a point of operation or an associated danger takes place. |
| **Purpose:** This lockout will bring this equipment (or section) to a fully de-energized condition for inspections, cleaning, and repairs. |
| Special Precautions |
|  |
|  |
| **Lockout devices needed (list all)** | Number of Lock points:Devices required: |
|  |
| **PPE Required** | * Safety Glasses
 |
|  |
| **Lockout Application Steps** |
| **Step 1 – Review the 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** |
| **Step 3 – Shut down the equipment from the operator controls** |
| **STEP 4 – Isolate energy and lock out each point in order** |
| Order | Energy Source | Magnitude/type | Device | Method | Visual |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| **STEP 5 – Verify lockout is complete by testing the operation and/or verifying there is no energy at the work location. Dissipate any energy from the system that may be released into the work area. Use the steps outlined 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 the area to make sure all affected persons 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 |  |  |  |  |
| **Step 6 – Notify affected employees and occupants that the system is energized and ready for testing.** |
| **Step 7 – Startup equipment and verify proper operation** |
| **Step 8 - Lockout complete. Notify all affected persons.** |