LOCKOUT/TAGOUT SITE SPECIFIC PROCEDURE

Equipment: ____________________________________ Location: ____________________________________

Energy Source(s) (check those that apply):

__ Electricity  __ Kinetic parts (moving parts)  __ Thermal component
__ Compressor air  __ Chemicals  __ Hydraulic component
__ Water  __ Pneumatic components  __ Potential source (stored)
__ Natural gas  __ Control power  __ Other compressed gas
__ Other: ______________  __ Other: __________________  __ Other: ______________

Lockout and/or Tagout Device(s) (check those that apply):

__ Lock Box  __ Power Cord Plug Box/Cover  __ Adjustable Cable Device
__ Locks w/ keys  __ Universal Valve Device  __ Fuse Lockout Device
__ Tagout Tags  __ Gate Valve Device  __ Wall Switch Device
__ Lockout Hasps  __ Circuit Breaker Device  __ Supervisory Lock w/ key
__ Other: ______________

Procedures to notify all affected employees and inmates:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Description of the shut down procedures:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Procedures for the isolation of equipment from all power sources:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Procedure for locking out or tagging out equipment:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Procedures for the release of stored energy (where applicable):
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Procedures to ensure that equipment is isolated from all power sources:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Restoring equipment to service. When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps will be taken:

___ Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

___ Check the work area to ensure that all employees have been safely positioned or removed from the area.

___ Verify that the controls are in neutral.

___ Remove the lockout/tagout devices and reenergize the machine or equipment.

___ Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Primary Authorized Employee: ___________________________ Date: ____________

Authorized Employee: ___________________________ Date: ____________

Authorized Employee: ___________________________ Date: ____________

Authorized Employee: ___________________________ Date: ____________

Authorized Employee: ___________________________ Date: ____________

Authorized Employee: ___________________________ Date: ____________

Affected Employee: ___________________________ Date: ____________

Affected Employee: ___________________________ Date: ____________

(R 1/17)