



Energized Equipment Lockout Tagout Procedure

GENERAL INFORMATION				
Name of Equipment	Serial Number			
Manufacturer	Model Number			
Location of equipment				
Energy Sources	Is This Energy Also Stored?			
() Electrical	Yes	No	N/A	
() Pneumatic	Yes	No	N/A	
() Hydraulic	Yes	No	N/A	
() Gravity	Yes	No	N/A	
() Mechanical	Yes	No	N/A	
() Thermal	Yes	No	N/A	
() Natural (e.g.wind, gravity, kinetic, potential, etc.)	Yes	No	N/A	
() Other (e.g., chemical, steam, solar, gas, water pressure, etc.)	Yes	No	N/A	
POTENTIAL HAZARDS				
() Crushed Bones	() Cuts	() Entanglement	() Bruises	
() Electrocution	() Pressure Release	() Burns	() Other: _____	
Machine Guards	Are Appropriate Guards in Place?	Yes	No	N/A
Describe Machine Guards that are in place.	Are guards Factory/Manufacturer Installed?	Yes	No	N/A
	Are Guards User Crafted?	Yes	No	N/A
Comments				



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ENERGY ISOLATING DEVICES (e.g., circuit breakers, ball valves)

Device/Operation	Location	Lockout Capable	() Yes	() No
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ENERGY CONTROL PROCEDURE

STEP 1 NOTIFY AFFECTED EMPLOYEES.	Notify all affected employees that the machine or equipment will be shut down and locked/tagged out for service or maintenance.
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STEP 2 SHUT DOWN EQUIPMENT/MACHINERY.	List the normal stopping/shut down procedure below.
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STEP 3 ISOLATE THE MACHINE/EQUIPMENT FROM ALL ENERGY SOURCES.	List all types, locations, and operation of "energy isolating devices" for this piece of equipment.
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STEP 4 APPLY LOCKOUT-TAGOUT DEVICES.	List what lockout/tagout device(s) will be used on each isolating device (e.g., ball and valve lockout, chains with locks).
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STEP 5 DISSIPATE OR RESTRAIN ALL STORED OR RESIDUAL ENERGY SOURCES.	List all stored energy sources and the methods to be used to dissipate, restrain, or release these sources.
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STEP 6 VERIFY/TEST THAT THE MACHINE/EQUIPMENT HAS BEEN ISOLATED.	List ways to attempt a restart of the machine/equipment (e.g., press start buttons, open valves).
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STEP 7

REMOVAL/RESTORE FROM LOCKOUT/TAGOUT

- ✓ Clear all nonessential tools/personnel and verify that all machine/equipment components are operationally intact.
- ✓ Check the area to ensure that employees have been safely moved away from the work area.
- ✓ Verify that the controls are in neutral/off position.
- ✓ Replace all safety guards.
- ✓ Remove lockout/tagout devices.
- ✓ Notify affected employees that machine/equipment is ready for use.
- ✓ Reenergize Machine/Equipment

NAME OF AUTHORIZED LOTO EMPLOYEE	TITLE	DATE
EH&S APPROVAL	TITLE	DATE