



LOCKOUT PROCEDURES

- 1. IDENTIFY** the types of energy sources used, potential hazards, and all control devices.
- 2. NOTIFY** all affected employees.
- 3. TURN OFF** all operating controls.
- 4. LOCATE** all energy sources.
- 5. ISOLATE** all energy sources by blocking, bleeding and venting stored energy as found in springs, hydraulic systems, and pneumatic systems.
- 6. LOCK OUT** all switches and energy controls in the “OFF” or “SAFE” position.
- 7. TEST** operating controls.
Put all controls in the “ON” position.
Be sure no one can get hurt before testing.
- 8. RETURN** all operating controls to the “OFF” position.
- 9. PERFORM** required task.
- 10. REMOVE** lockout devices only after the equipment is fully assembled and all affected employees have been notified. Each lockout device must be removed by the person who put it on.

OSHA LOCKOUT TAGOUT (LOTO)

Occupational Safety and Health Administration



Energy Sources:(Circle One)	Electrical	Mechanical	Gas	Pneumatic (Air)	Hydraulic (oil)	Gravity	Steam	Wind	Rotating
Equipment Description/Common Name: _____									
Manufacture: _____				Location of Equipment: _____					
Equipment-Specific LOTO Developed/revised By: _____						Rev. Date: _____			
Yes	No	This procedure is to be used for:							
<input type="checkbox"/>	<input type="checkbox"/>	1. NOTIFICATION OF AFFECTED EMPLOYEES: Affected associates who use or work near the equipment have been notified that it is being shut down. In addition to this lockout procedure, the Authorized Employee must be aware of any additional safety requirements when dealing with this type of equipment.							
<input type="checkbox"/>	<input type="checkbox"/>	2. ALL SOURCES OF ENERGY HAVE BEEN IDENTIFIED above*,. SOURCES OF STORED ENERGY (including their location) are: _____							
<input type="checkbox"/>	<input type="checkbox"/>	3. DEACTIVATION OF ENERGY SOURCES & APPLICATION OF ENERGY CONTROL DEVICES: The equipment is deactivated by switching "off" the power switch located at _____							
<input type="checkbox"/>	<input type="checkbox"/>	ELECTRICAL POWER (at _____ V) to the equipment is controlled at _____ using the following energy control devices _____							
<input type="checkbox"/>	<input type="checkbox"/>	PNEUMATIC/HYDRAULIC/STEAM POWER to the equipment is controlled at _____ using the following energy control devices _____							
<input type="checkbox"/>	<input type="checkbox"/>	GRAVITATIONAL ENERGY/COOLING WATER/GAS is controlled by _____ using the following energy control devices _____							
<input type="checkbox"/>	<input type="checkbox"/>	4. VERIFICATION OF LOCKOUT/TAGOUT: Energy isolation is verified by attempting to activate _____							
<input type="checkbox"/>	<input type="checkbox"/>	TRY-OUT step performed by: _____ (Initial)							
<input type="checkbox"/>	<input type="checkbox"/>	5. SIGN-OFF: If you have completed all of the previous steps(energy isolation is verified) and checked Yes for each box, please sign your name, fill in the information below, and then proceed with the work: I verify that the above steps have been completed and that I am authorized and trained to perform Lockout Tag-out procedures.							
		_____ Signature			_____ Department			_____ Date	
<input type="checkbox"/>	<input type="checkbox"/>	6. RE-ENERGIZATION OF EQUIPMENT: Once the work is complete, all equipment parts are replaced, all personnel and tools are cleared, and the work area is inspected.							
<input type="checkbox"/>	<input type="checkbox"/>	Each person involved in the work removes their locks and tags, and the last person ensures all other personnel are clear and removes the energy control devices.							
<input type="checkbox"/>	<input type="checkbox"/>	Energy is reconnected to the machine/system by _____							
<input type="checkbox"/>	<input type="checkbox"/>	Control devices are removed from _____							
<input type="checkbox"/>	<input type="checkbox"/>	Affected Associates are notified that the equipment is ready for use.							