

DEENERGIZE[®] *LOCKOUT/TAGOUT*

TYPICAL MINIMAL LOCKOUT/TAGOUT PROCEDURE

Reference: OSHA CFR 1910.147, Appendix A, "Typical minimal lockout procedures - 1910.147 App A"

PURPOSE	To protect authorized employees against unexpected or unplanned activation of equipment or energy while servicing equipment.
SCOPE	Utilize this procedure for all scheduled PM shutdowns, any maintenance task that requires you to place your body in harms way of the equipment or if you have to leave the area while the equipment is in service.
AUTHORIZATION	Servicing or maintenance is not permitted unless the equipment is isolated from all hazardous energy sources. This is the responsibility of the employees involved in the servicing or maintenance activities.
LOCK CHANGE-OUT	De-energized equipment must be locked out until it is restored to safe condition. Employee changeover process must follow the written Hazardous Energy Control Program procedures. At no time shall lockout be released until equipment is ready for service.
ENFORCEMENT	Failure to properly follow Lockout/Tagout procedures may result in disciplinary action.

SHUTDOWN, LOCK, TAG & TEST SEQUENCE

1	NOTIFY	Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2	REVIEW LOCKOUT PROCEDURE	The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3	PERFORM MACHINE STOP	If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
4	ISOLATE ENERGY	De-activate the energy isolating device so that the machine or equipment is isolated from the energy sources.
5	LOCKOUT ENERGY	Lock out the energy isolating devices with assigned individual locks.
6	DISSIPATE ENERGY	Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7	ATTEMPT RESTART	Ensure that the equipment is disconnected from the energy sources by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating controls or by testing to make certain the equipment will not operate. CAUTION: Return operating controls to neutral or "OFF" position after verifying the isolation of the equipment.

RESTORE TO SERVICE SEQUENCE

1	CHECK MACHINE	Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2	CHECK AREA	Check the work area to ensure that all employees have been safely positioned or removed from the area.
3	VERIFY MACHINE	Verify that the controls are in neutral.
4	REMOVE LOCKOUT	Remove the locks, tags and lockout devices and re-energize the machine or equipment. Reverse the order of all Lockout/Tagout procedure steps from bottom to top starting from the last page. NOTE: The removal of some forms of blocking may require re-energization of the machine before safe removal.
5	NOTIFY	Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for used.



IF SYSTEM CANNOT BE LOCKED OUT OR IF SYSTEM FAILS VERIFICATION, CONTACT YOUR SUPERVISOR