|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **general Information** | | | | | | |
| **Name of Equipment** | | **Serial Number** | | | | |
| **Manufacturer** | | **Model Number** | | | | |
| **Location of equipment** | | | | | | |
| **Energy Sources (check all that apply):** | | **Is This Energy Also Stored?**  **(select all that are applicable)** | | | | |
| Electrical | | Yes | No | | | N/A |
| Pneumatic | | Yes | No | | | N/A |
| Hydraulic | | 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 (check all that apply):** | | | | | | |
| Crushed Bones | Cuts | Entanglement | | Bruises | | |
| Electrocution | Pressure Release | Burns | | Other: | | |
| **Machine Guards:** | |  | | | | |
| **Are Appropriate Guards in Place?** | | Yes | No | | N/A | |
| **Describe Machine Guards installed:** | |  | | | | |
| **Are guards Factory/Manufacturer Installed?** | | Yes | No | | N/A | |
| **Are guards user crafted?** | | Yes | No | | N/A | |
| **Comments** | | | | | | |
|  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ENERGY ISOLATING DEVICES (e.g., circuit breakers, ball valves)** | | | | | | |
| **Device/Operation** | **Location** | | | | **Lockout Capable** | |
|  |  | | | | Yes | No |
|  |  | | | | Yes | No |
|  |  | | | | Yes | No |
|  |  | | | | Yes | No |
|  |  | | | | Yes | No |
| **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. | | | |
| **Step 2 Shut down Equipment/Machinery.** | | | List the normal stopping/shut down procedure below. | | | |
|  | | | | | | |
| **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. | | | |
|  | | | | | | |
| **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). | | | |
|  | | | | | | |
| **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. | | | |
|  | | | | | | |
| **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). | | | |
|  | | | | | | |
| **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** | | |