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| **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** |
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| **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. |
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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). |
|  |
| **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** |