



Energized Equipment Lockout Tagout Procedure

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)	
<input type="checkbox"/> Electrical	<input type="checkbox"/> Pneumatic	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Thermal	<input type="checkbox"/> Natural (e.g. wind, gravity, kinetic, potential, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other (e.g., chemical, steam, solar, gas, water pressure, etc.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Potential Hazards (check all that apply):			
<input type="checkbox"/> Crushed Bones	<input type="checkbox"/> Cuts	<input type="checkbox"/> Entanglement	<input type="checkbox"/> Bruises
<input type="checkbox"/> Electrocution	<input type="checkbox"/> Pressure Release	<input type="checkbox"/> Burns	<input type="checkbox"/> Other:
Machine Guards:			
Are Appropriate Guards in Place?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe Machine Guards installed:			
Are guards Factory/Manufacturer Installed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are guards user crafted?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments			



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ENERGY ISOLATING DEVICES (e.g., circuit breakers, ball valves)			
Device/Operation	Location	Lockout Capable	
1.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.		<input type="checkbox"/> Yes	<input type="checkbox"/> 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.	
1.			
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.	
1.			
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).	
1.			
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.	
1.			
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).	
1.			
STEP 7 REMOVAL/RESTORE FROM LOCKOUT/TAGOUT			
<ul style="list-style-type: none"> ✓ 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	