**LOCKOUT/TAGOUT PROCEDURE – [Name of Company]**

**Purpose**

This procedure establishes the minimum requirements for lockout of energy sources that could cause injury to personnel. All employees shall comply with the procedure.

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock.

**Responsibility**

The responsibility for seeing that this procedure is followed is binding upon all employees.

1. ONLY AUTHORIZED PERSONNEL are to perform repairs or maintenance. In doing so, these individuals must follow proper Lockout/Tagout procedures.
2. Each new or transferred employee will be instructed by the Safety Administrator or immediate supervisor (whichever is applicable) in the proper use of the Lockout/Tagout procedure.
3. Employees authorized to perform Lockout/Tagout must be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. Employees must clear any questionable identification of sources with their Supervisor. Before lockout commences, job authorization should be obtained.

**Sequence of Lockout Procedure**

* + - 1. Notify **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (whoever is responsible) if a lockout is required,
      2. Notify all affected employees that a Lockout/Tagout is required and the reason why.
      3. If the equipment is operating, shut it down by the normal stopping procedure (such as depress stop button)
      4. Operate the switch or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, other) is disconnected or isolated from the equipment.
      5. Stored energy must also be dissipated or restrained by methods such as grounding, repositioning, blocking, and bleeding down.
      6. After ensuring that no personnel are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.
      7. Attach accident prevention tags with the following information:

a. Name of person placing the tag

b. Date and time tag was placed

c. How the person placing the tag may be contacted

* + - 1. Lockout the energy isolating devices with an assigned lock.
      2. The equipment is now locked out.

**Restoring Equipment to Service**

1. Upon completion of repairs or maintenance and the equipment is ready for testing or normal service, check the equipment area to see that no one is exposed.
2. Check to see that all equipment components are operational intact, including guards and safety devices.
3. When equipment is clear, remove all locks. The energy isolating devices may be operated to restore energy to equipment.

**Procedure Involving More Than One Person**

In the preceding steps, if more than one individual is required to lock out equipment, each shall place their own personal lock on the energy isolating device(s). One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew.

In such cases, it may be the responsibility of the individual to carry out all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

**Rules for Using Lockout Procedure**

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device bearing a lock.