**LOCKOUT/TAGOUT**

**Sequence of Lockout Procedure**

* + - 1. Notify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name responsible employee) 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.