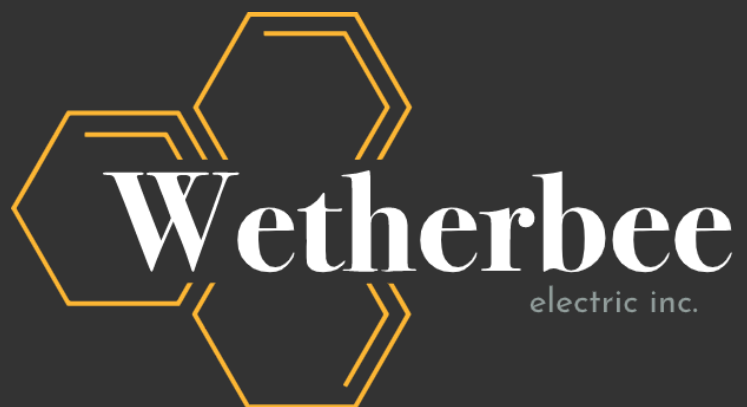


Lockout/Tagout Procedure (Machine Specific)



Form A: Lockout/Tagout Worksheet # _____

Machine: _____

Serial No: _____

Location: _____

Answer "True" or "False" for each of the following conditions, as they apply to the machine in question:

The machine has no potential for stored or residual energy or the re-accumulation of stored energy following its shutdown; True False

The machine has a single energy source which is readily identifiable and can be easily isolated (e.g., a power cord); True False

The isolation of that energy source will completely deactivate the machine; True False

During the course of maintenance/repair, that energy source is completely isolated/locked out; True False

A single lockout device will achieve a lockout condition; True False

The lockout device is under the sole control of the authorized employee performing the servicing; True False

The servicing/maintenance operation does not pose any sort of hazard for other employees; True False

The facility has had no accidents involving the unexpected re-energization or activation of the machine or equipment during maintenance/servicing. True False

If all of the above statements are true, mark "N/A" for the question on Page 2, and proceed to Page 3 of the Worksheet.

All of the above statements are True

At least one of the above statements is False

Name of Evaluator _____

Signature _____

Date _____

Form A (Cont): Lockout/Tagout Worksheet # _____

De-energization Process

In the space below, describe fully and completely the process used to de-energize the machine. If the machine or piece of equipment came with an owner's manual which describes the deenergization process satisfactorily, you may indicate such in the space below, provided you also give detailed instructions on how this manual can be obtained and it can be shown the manual is generally accessible during normal operating procedures.

In the space below, describe exactly where and how the lockout/tagout device should be applied to the machine in question.

A large, empty rectangular box with a thin black border, intended for the user to describe the application of a lockout/tagout device to a machine.

Form A (Cont): Lockout/Tagout Worksheet # _____

Re-energization Process

Are the steps for re-energizing the machine the exact opposite of those necessary for de-energizing the machine?

- Yes—skip the rest of this page and proceed to Page 4
- No—continue to work on this page

In the space below, describe the steps necessary to properly re-energize the machine once all maintenance procedures have been completed. Once again, if the piece of equipment came with an owner's manual satisfactorily describing the re-energization process, you may reference it under the same conditions as noted above

Form A (Cont): Lockout/Tagout Worksheet # _____

Authorized and Affected Personnel

Refer to the Definitions section for clarification on what constitutes authorized and affected employees.

Authorized Employees

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Affected Employees

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Note it is the employer's responsibility to ensure the employees listed above have received the applicable training.



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If you have any questions, please feel free to contact us via phone or email: