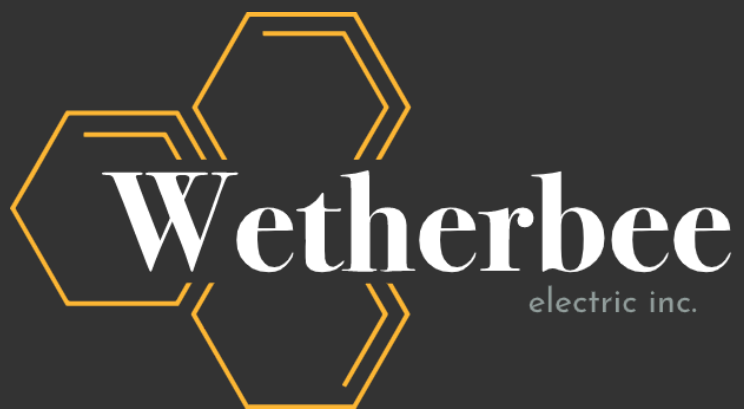


Lockout/Tagout Procedure/Safety Checklist



Lockout/Tagout Procedure/Safety Checklist

Perform lockout/tagout procedures in this specific order:

- ✔ Identify the energy type, the energy hazards, and control devices.
- ✔ Inform affected employees of planned lockout.
- ✔ Turn off machine or equipment through normal procedures.
- ✔ Locate and isolate all energy sources; release any stored energy.
- ✔ Place a lock and/or tag on the energy controls (circuit breaker, switch, and valve).
- ✔ Test operating controls, ON or START. Then, return controls to the OFF or NEUTRAL position.
- ✔ Perform the service or maintenance.

Before re-energizing the equipment:

- ✓ Inform affected employees of planned startup.
- ✓ Make sure employees are safely away from equipment.
- ✓ Remove tools from machine or equipment.
- ✓ Reinstall any machine guards or other safety devices.
- ✓ Authorized employee(s) who installed Lock-out devices, remove Lock-out Devices.
- ✓ Turn on energy and notify other employees, including affected employees.

Exceptions:

When a group performs service or maintenance, one employee has primary responsibility and all team members will apply their own lock or tag.

If energy needs to be established in order to test or reposition equipment during maintenance or repair, follow all lockout removal steps first. After testing or repositioning the equipment, follow all lockout steps to establish energy control.

Warning:



ALWAYS lock or tag machine energy sources before maintenance or repair.



ALWAYS use lockout whenever possible; tagout is just a warning.



NEVER remove, ignore, or bypass locks or tags on machinery.



Alert workers in the area BEFORE you initiate lockout/tagout.



NEVER remove another employee's lock or tag.



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