

LOCKOUT TAGOUT PROCEDURE

PURPOSE

To develop lockout tagout procedures to ensure that the machine, process or system is isolated from all potentially hazardous energy sources, where the unexpected energization or release of stored energy could cause injury.

COMPLIANCE

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. Authorized employees are required to perform equipment isolation in accordance with this procedure. **Disciplinary action will be taken against all violators according to their company's disciplinary policy.**

GENERAL INFORMATION	
DEPARTMENT / SHOP	ORIGIN DATE
EQUIPMENT / SYSTEM NAME	ASSET NO. / SERIAL NO.
LOCATION OF EQUIPMENT (BUILDING, ROOM, ETC.)	
REASON FOR EQUIPMENT ISOLATION	
<input type="checkbox"/> INITIAL PROCEDURE	<input type="checkbox"/> REVISION TO PROCEDURE
AUTHORIZED PERSONNEL	AFFECTED PERSONNEL
HAZARD ASSESSMENT	
<input type="checkbox"/> Electrical	<input type="checkbox"/> Thermal (cryogenic)
<input type="checkbox"/> Chemical	<input type="checkbox"/> Radiation, ionizing
<input type="checkbox"/> Pressure (hydraulic, pneumatic)	<input type="checkbox"/> Radiation, non-ionizing
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Stored energy
<input type="checkbox"/> Thermal (heat)	<input type="checkbox"/> Other:

LOCKOUT TAGOUT SEQUENCE			
Step 1 – NOTIFY AFFECTED EMPLOYEES THAT SERVICING WILL TAKE PLACE UNDER LOCKOUT TAGOUT.			
Step 2 – SHUT DOWN (I.E. TURN OFF) THE EQUIPMENT OR SYSTEM FOLLOWING THE NORMAL STOPPING OR SHUTDOWN PROCEDURES.			
Step 3 – FOLLOW THE STEPS BELOW TO PROPERLY ISOLATE EACH ENERGY SOURCE, APPLY LOCKOUT TAGOUT, DISSIPATE ANY STORED ENERGY SOURCES AND VERIFY THAT THE EQUIPMENT IS IN A ZERO ENERGY STATE:			
HAZARD SOURCE	MAGNITUDE	METHOD OF ISOLATING / DISSIPATING (i.e. disconnects, drains, vents, etc.)	CHECK (i.e verify zero energy state)

