

LOCKOUT/TAGOUT PROGRAM

Equipment Energy Control Planning Procedure

EQUIPMENT:

SER #:

MFG:

LOCATION:

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.

Responsibility: The responsibility for seeing that this procedure is followed is incumbent upon all employees. All employees shall be instructed in the safety significance of the lockout procedure by their supervisor or manager. Each new or transferred affected employee shall be instructed by their supervisor or manager in the purpose and use of the lockout procedure.

Preparation for Lockout: Employees authorized to perform lockout shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors or managers.

ENERGY SOURCE	ISOLATION DEVICE(S)	LOCATION(S)
Electric		
Pneumatic		
Hydraulic		
Gravity		
Mechanical		
Thermal		
Chemical		
Other		

POTENTIAL HAZARDS:

Remember to Release All Stored Energy after lockout but before starting work.

Notify affected employees that the servicing or maintenance is required and that the machine or equipment must be shut down and locked out to perform the service or maintenance.

SHUTDOWN PROCEDURE:

START-UP PROCEDURE:

Restoring Equipment to Service: When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed. When the equipment is clear, remove all locks. The energy isolating device may be operated to restore energy to the equipment.

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.

Review the following exceptions to determine if you must use or write a specific procedure for this LOTO action.

MARK EACH BOX IF IT APPLIES:

The machine or equipment has no potential for stored or residual energy or re-accumulation of stored energy after shut down which could endanger employees

The machine or equipment has a single energy source which can be readily identified and isolated

The isolation and locking out of that energy source will completely de-energize and deactivate the machine or equipment

The machine or equipment is isolated from that energy source and locked out during servicing or maintenance

A single lockout device will achieve a locked-out condition

The lockout device is under the exclusive control of the authorized employee performing the servicing or maintenance

The servicing or maintenance does not create hazards for other employees

The employer, in utilizing this exception has had no accidents involving the unexpected activation or re-energization of the machine or equipment during servicing or maintenance

IF ALL BOXES ARE CHECKED – YOU DO NOT HAVE TO WRITE A SPECIFIC PROCEDURE FOR THIS LOTO ACTION.

If at least one box is unchecked and there are no procedures already written for this LOTO requirement, complete the other side, make a copy for your supervisor, and post this procedure on or near the equipment in a plastic sleeve.

Signature of employee who provided this information:			
Print Name:		Date:	

Reference: UF Internal Safety Procedure SP2.1 – Lockout / Tagout