*To be completed when internal lockout / tag out procedures are required.*

*Post with the machine / equipment and keep a copy in the Department Office.*

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| --- | --- | --- | --- |
| Building / Room Number: |  | Date: |  |
| Machine / Equipment: |  | | |
| Department: |  | | |

***See reverse for review of LOTO procedure steps***

|  |  |  |  |
| --- | --- | --- | --- |
| Energy Source  *What needs to be controlled?* | Lockout Location  *Where is it locked out?* | Steps for Locking Out and/ or Releasing Energy  *What steps must followed to complete the LOTO and dissipation of energy?* | Verification Procedure  *How do we verify the system is isolated?* |
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**LOTO Procedure:**

1. **Prepare for Shutdown**
   1. Identify sources of hazardous energy, the methods that will be used to control it, and all isolation points to be addressed.
   2. Perform an FLHA.
   3. Communicate shutdown to affected groups.
2. **Shutdown**
   1. Shut down equipment and remove any residual energy as per manufacturer’s specifications or in-house procedures.
3. **Lockout / Tag Out**
   1. Apply locks and tags to ensure device remains in “off” position.
4. **Dissipate Stored Energy**
   1. Ensure all stored energy is released, disconnected, blocked, bled, restrained, or otherwise made safe.
5. **Verify Isolation**
   1. Verify the system is isolated and cannot be activated or restarted by one or more of the following actions, as noted in Verification Procedure:
      1. Manually operate control buttons or switches to start or operate the equipment. Turn controls back to off or neutral before proceeding.
      2. Use test instruments to test circuits (should be done by a certified electrician)
      3. Visually inspect the position or movement of parts to ensure that all movement has ceased and no potential energy remains (e.g. gravitational).
      4. Visually inspect gauges or other indicators for residual pressure or thermal energy.
6. **Remove LOTO Devices**
   1. Verify all work is complete, all workers are clear, and equipment is operationally intact and safe to restart.
   2. Remove locks and tags.
   3. Energize equipment.
   4. Notify affected groups that services is complete and re-start the system.