

APPENDIX B

LOCKOUT/TAGOUT PROCEDURE FORM

Use this form to list the lockout/tagout procedures for all machines/equipment that require a written procedure.

DEPARTMENT: _____

MACHINE/EQUIPMENT: _____

1. Who should be notified of shut down (supervisor in area, affected employees, etc.): _____

2. State the shut down procedure. Identify each source of energy on the machine and how it is shut off:

3. Describe specific techniques for isolating, blocking, bleeding, etc., the energy sources on the machine:

4. Describe placement of lockout/tagout devices (diagrams may be useful): _____

5. Describe verification procedure that tests machine to assure it is locked out, and there is no residual energy stored, e.g., cycling of machine, release of stored energy, etc.

6. State specific lockout/tagout device removal and machine start-up procedure. General procedure: removal of all nonessential items from around the machine; inspection of machine to ensure it is operationally intact; safe clearance distances, if applicable; removal of lockout/tagout devices; notification to supervisor and affected employees of lockout/tagout removal and equipment start-up.
