Sequence for Lock-Out Procedure-Sample

All equipment must be effectively blocked out in the following sequence to protect against accidental operation that could cause injury to personnel:

1) Issue a suitable lock to all maintenance personnel that has
   - The individual worker's name or other identification; and
   - A key only for that worker.

2) Notify all affected employees that a lock-out is required and the reasons for the lock-out.

3) Make sure no one is operating the machinery before turning off the power and that the machine operator is informed of the lock-out/block-out in advance. **SUDDEN POWER LOSS COULD CAUSE AN ACCIDENT AND SERIOUS INJURIES.**

4) Shut down operating equipment by normal stopping procedure (e.g., depress STOP button, open toggle switch).

5) Operate the switch, valve or other isolating devices so that the equipment is <u>isolated from its energy sources</u>.

6) Stored energy (e.g., in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam, or water pressure) must be dissipated or restrained by repositioning, blocking, bleeding down, etc.

7) Lock out the energy isolating devices with ASSIGNED INDIVIDUAL LOCKS.

8) Place NON-REUSABLE TAGS capable of enduring at least 50 lbs. The tags must state:
   - **Reason for the lock-out**
   - **Name of the employee working on the equipment and how to reach the person.**
   - **Date and time the tag was placed**

Note: Do not use tags alone! Use tags in addition to locks!

9) Test equipment to ensure that power is **OFF**:
   - **First, ensure that no personnel are exposed; and**
   - **Next, check that all energy sources are disconnected and equipment is non-operational by checking the push button or other normal controls.**

Caution: Return operating controls to the "neutral" or "off" position after the test.

10) The equipment is now locked-out.

Restoring Equipment to Normal Production Operation

1) Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

2) Check the work area to ensure that all employees have been safely positioned or removed from the area.

3) Verify that the controls are in neutral.

4) Remove the lockout devices and reenergize the machine or equipment. **Note:** The removal of some forms of blocking may require re-energization of the machine before safe removal.

5) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.