

Ithaca College Lockout/Tag Out Procedure Form

Building:	
Room/Location:	
Equipment/Machinery:	

Purpose: This procedure establishes the minimum requirements for the control of energy isolating devices whenever maintenance or servicing is performed on the equipment/machinery specified above. The authorized employee must always follow the procedures specified on this form before performing any maintenance or servicing where the unexpected energization or start-up of the equipment or machinery, 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. The authorized employees are required to perform the lockout in accordance with the specific procedure below. All employees, upon observing a machine or piece of equipment that is locked out to perform servicing or maintenance, shall not attempt to start, energize, or use that machine or equipment. Employees failing to observe the lockout/tag out procedures may be subject to disciplinary actions in accordance with Ithaca College human resources policies.

TYPE OF ENERGY	SPECIFIC ISOLATION LOCATION(S) ⁽¹⁾	TYPE OF LOCK OUT DEVICE(S) ⁽²⁾
Electrical		
Potential (stored)		
Mechanical (moving parts)		
Pneumatic (air/gas pressure)		
Hydraulic (liquid under pressure)		
Thermal		
Chemical		
Other Special Hazard(s)		

- (1) Identify the exact breaker, valve, switch, disconnect, blocking device, etc., to be locked out and tagged to isolate the source of energy from the work area. Be as descriptive as possible (e.g., "Electrical Panel No. PP3 behind emergency generator").
- (2) Specifically name the exact type(s) of locking device(s) needed to ensure the disconnect, or blocking device, stays in the isolated condition or position (e.g., circuit breaker clip, valve cover, blank flange, etc.)

The specific energy control procedures are described on the reverse side of this form.

Date: _____

The following is the sequence to be followed by authorized employees for controlling energy sources applicable to the equipment or machinery being worked on:

Step 1: Notify all affected employees that service or maintenance is required on _____ and that it will be shut down and locked out to perform work.

Step 2: Identify the type and magnitude of energy sources that the equipment or machinery uses (e.g., operating manual, department procedures, supervisor, etc.). Make sure you know the methods to control the energy.

Step 3: If the equipment or machinery is operating, shut it down by the normal stopping procedure. *The exact operating controls (e.g., button, switch, valve, etc.) for the equipment/machinery are:*

Step 4: Describe the sequential procedure for de-activating the energy isolating device(s) listed in the table on the reverse side of this form, including controlling stored or residual energy:

Step 5: Install lockout or tag out device(s) on all energy isolating devices specified in Step 4.

Step 6: Visually confirm the release and/or restraint of all stored or residual energy (e.g., in capacitors, springs, elevated parts, hydraulic systems, and air, gas, steam, or water pressure, etc.)

Step 7: Make sure that no people are working on or in the equipment or machinery, and that all are clear.

Step 8: Verify that the equipment or machinery is fully isolated from all energy sources by activating the normal operating control(s) to make sure that the equipment or machinery will not operate.

Step 9: Return to the "off" or neutral position the operating control(s) activated during the isolation verification in Step 8.

Step 10: The equipment or machinery is now locked out.

Restoring Equipment or Machinery to Service:

When the service or maintenance is completed and the machinery or equipment is ready to return to normal operating condition, the following steps shall be taken:

- 1) Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machinery 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 re-energize the machine or equipment. *Note:* The removal of some forms of blocking may require re-energizing of the equipment or machinery before safe removal. Use extra caution.
- 5) Notify affected employees that the service or maintenance is completed and the machine or equipment is ready for use.