

APPENDIX B-1: Lockout/Tagout Procedure

Lockout Points

Equipment Name: _____

Date: _____

Process Name: _____

Revision #: _____

Department: _____

Procedure Approved By: _____

Location: _____

Purpose: This procedure establishes minimum requirements for the lockout/tagout of the specific equipment/ process named above whenever maintenance or service work is performed. The procedure is used to ensure that the equipment or process is at a zero energy state, isolated from all potential hazardous energy sources, and locked out before employees perform any service and maintenance.

Compliance with this program: All West Virginia University 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 this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

LOCKOUT APPLICATION PROCESS

1. Notify affected personnel
2. Properly shut down machine
3. Isolate all energy sources
4. Apply lockout devices, locks & tags
5. Verify total de-energization of all energy sources.

NOTE: If following the procedure does not result in a zero energy state, then stop work and notify immediate supervisor to have the procedure updated.

Lockout/Tagout Procedure

Order of shut down	Hazardous energy		Location (of energy source)	Procedure for locking out and/or releasing energies	Verifying Procedures
	Type	Magnitude			

Additional Notes:

Lockout/Tagout Removal Process

1. Ensure all tools and items have been removed.
2. Confirm that all employees are safely positioned or removed from the area.
3. Verify that equipment controls are in the "Neutral" or "Off" position.
4. Remove lockout/tagout device (Only authorized employee who applied lock/tag may remove it.)
5. Reenergize the machine or equipment.
6. Notify affected employees that servicing is completed and machine or equipment is ready for use.