



LOCKOUT/TAGOUT

Quick Reference Guide

Seven Basic Steps That Could Save Your Life



1. **Survey** the machine for sources of energy and record these on the *Job Hazard Analysis* form. Consult specific procedural write-up for that particular machine or system where available.



2. **Notify** affected workers that machinery or equipment will be locked out.



3. **Shut Down** the machine or system. Turn off the equipment using the normal controls (stop button, on/off switch, valve, or so forth). Isolate the equipment from the energy source. (For example, unplug it, flip the circuit breaker off, or close the main valve.)



4. **Isolate** the equipment from any energy sources. Ensure that all sources of energy are isolated in the proper order.



5. **Lock out** the equipment by fastening one of your padlocks to each energy control device. **Add a tag** with contact information, dates, and time. If multiple individuals are working on equipment, multiple locks may be necessary.

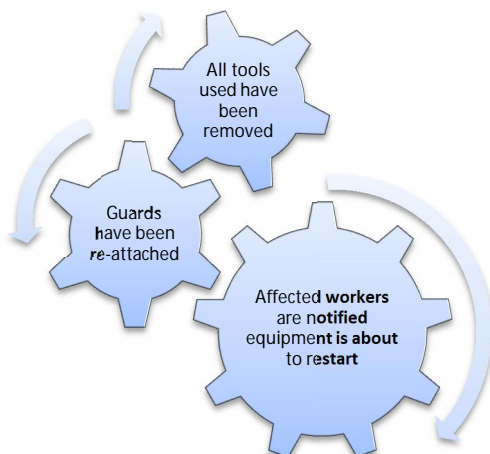


6. **Dissipate** any residual energy, such as that found in springs, hydraulic systems, and raised or elevated parts, by repositioning, blocking, or bleeding down.



7. A competent person should **verify** that the energy source has been isolated and that the equipment will not start.

BEFORE RESTARTING EQUIPMENT, MAKE SURE:



REMEMBER:
Never tamper
with or remove
someone else's
lock or tag.