

WARNING

Do not attempt to Lockout/Tagout any equipment unless you are authorized to do so. Failure to follow the prescribed sequences may result in harm to maintenance personnel and/or other exposed employees.

SEQUENCE OF COMPANY LOCKOUT OR TAGOUT PROCEDURES

1	ONLY "AUTHORIZED" PERSONNEL MAY PERFORM LOCKOUT/TAGOUT PROCEDURES
2	INFORM THE MACHINE OPERATOR AND THE SUPERVISOR THAT THE POWER IS BEING DISCONNECTED, REASON AND APPROXIMATE DURATION OF THE DISCONNECTION.
3	IF THE MACHINE OR EQUIPMENT IS OPERATING, IT SHOULD BE SHUT DOWN BY THE NORMAL STOPPING PROCEDURE
4	OPERATE THE SWITCH, VALVE, OR OTHER ENERGY ISOLATING DEVICE(S) SO THAT THE EQUIPMENT IS ISOLATED FROM ITS ENERGY SOURCE(S) (I.E.: TURN TO "OFF" POSITION). STORED ENERGY (SUCH AS THAT IN SPRINGS, ELEVATED MACHINE MEMBERS, ROTATING FLYWHEELS, HYDRAULIC SYSTEMS, AND AIR, GAS, STEAM, OR WATER PRESSURE, ETC.) SHOULD BE DISSIPATED OR RESTRAINED BY METHODS SUCH AS REPOSITIONING, BLOCKING, BLEEDING DOWN, ETC.
5	LOCKOUT AND/OR TAGOUT THE ENERGY ISOLATING DEVICES WITH ASSIGNED INDIVIDUAL LOCK(S) OR TAG(S).
6	ATTACH A "DANGER - DO NOT OPERATE" TAG ON THE LOCK/TAG INCLUDING THE AUTHORIZED PERSON'S NAME, DATE AND REASON FOR LOCKING OUT THE MACHINE/EQUIPMENT.
7	AFTER ENSURING THAT NO PERSONNEL ARE EXPOSED, AND AS A CHECK ON HAVING DISCONNECTED THE ENERGY SOURCES, OPERATE THE PUSH BUTTON OR OTHER NORMAL OPERATING CONTROLS TO MAKE CERTAIN THE EQUIPMENT WILL NOT OPERATE.