# APPENDIX A – Departmental Lockout Procedure

**Equipment Name:** Horizontal Baler  
**Operating Unit:** State Recycle Center  
**Location:** 321 Grove St.  
**Date Written:**  
**Date Revised:** 6/14/10

## LOCKOUT STEPS
1. Determine responsibilities – Pre Job Plan.  
2. Know the types and magnitude of hazardous energy.  
3. Shut down/turn off the equipment.  
4. Isolate the equipment from hazardous energy.  
5. Apply the lockout - devices/locks.  
6. Relieve stored energy.  
7. Verify isolation – try to start the equipment.

## RELEASE FROM LOCKOUT
1. Remove non-essential materials.  
2. Make sure all employees are safely positioned and notified.  
3. Remove locks and devices. Personal locks may only be removed by their owners.  

*For exceptions follow LO/TO program section 7 (removal of LO/TO devices by other than Authorized Employee).*

## LIST HAZARDOUS ENERGY:

**Electrical**

## LOCKOUT STEPS

<table>
<thead>
<tr>
<th>Initial White Blocks</th>
<th>VERIFIED</th>
<th>LOCKED</th>
<th>UNLOCKED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Notify appropriate personnel of service/maintenance and Lockout/Tagout as appropriate</td>
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<td>2. Turn off power at horizontal baler.</td>
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<td>3. Disconnect electrical power at box adjacent to horizontal baler and lock out. Keep key in pocket.</td>
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<td>4. Turn on horizontal baler and verify that equipment is isolated.</td>
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<td>5. When work complete, notify area personnel and remove locks.</td>
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**VERIFY ISOLATION – TRY TO START EQUIPMENT**

**COMMENTS AND SUGGESTED REVISIONS:**

**VERIFY JOB IS COMPLETE AND ALL LOCKS HAVE BEEN REMOVED**

| SIGNATURE: | DATE: | TIME: |