APPENDIX A – Departmental Lockout Procedure

Equipment Name: Return & Exhaust fans

Operating Unit: 

Location: 

**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 LOTO program section 7 (removal of LOTO devices by other than Authorized Employee).*

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**LIST HAZARDOUS ENERGY: Electricity**

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<thead>
<tr>
<th><strong>LOCKOUT STEPS:</strong></th>
<th>Initial White Blocks</th>
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<tr>
<td>(Columns for VERIFIED, LOCKED, UNLOCKED)</td>
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1. Step 1 Notify affected personnel of Lockout, Tag Out as appropriate.

2. Step 2 Open electrical disconnect to unit & Lockout, Tag Out. Verify isolation- try to start equipment.

3. Step 3 When work is completed, notify area personnel & remove Lockout, Tag Out.

4. Step 4

5. Step 5

6. Step 6

7. Step 7

**VERIFY ISOLATION – TRY TO START EQUIPMENT**

**COMMENTS AND SUGGESTED REVISIONS:**

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

<table>
<thead>
<tr>
<th>SIGNATURE:</th>
<th>DATE:</th>
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