

APPENDIX A – Departmental Lockout Procedure

Equipment Name: Return & Exhaust fans	Date Written:
Operating Unit:	Date Revised:
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 LO/TO program section 7 (removal of LO/TO devices by other than Authorized Employee).

LIST HAZARDOUS ENERGY: Electricity

LOCKOUT STEPS:

Initial White Blocks

	VERIFIED	LOCKED	UNLOCKED
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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

SIGNATURE:

DATE:

TIME: