

APPENDIX A – Departmental Lockout Procedure

Equipment Name: Shredder Operating Unit: State Recycle Center Location: 321 Grove St.	Date Written: Date Revised: 6/14/10
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<p><u>LOCKOUT STEPS</u></p> <ol style="list-style-type: none"> 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. 	<p><u>RELEASE FROM LOCKOUT</u></p> <ol style="list-style-type: none"> 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. <p><i>For exceptions follow LO/TO program section 7 (removal of LO/TO devices by other than Authorized Employee).</i></p>
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LIST HAZARDOUS ENERGY: Electrical

LOCKOUT STEPS	<i>Initial White Blocks</i>		
	VERIFIED	LOCKED	UNLOCKED
1. Notify appropriate personnel of service/maintenance and Lockout/Tagout as appropriate			
2. Turn off power at shredder.			
3. Disconnect electrical power at box adjacent to shredder and lock out. Keep key in pocket.			
4. Turn on shredder and verify that equipment is isolated.			
5. When work complete, notify area personnel and remove locks.			
VERIFY ISOLATION – TRY TO START EQUIPMENT			
<i>COMMENTS AND SUGGESTED REVISIONS:</i>			
VERIFY JOB IS COMPLETE AND ALL LOCKS HAVE BEEN REMOVED	SIGNATURE:	DATE:	TIME: