

LOCK OUT/TAG OUT PROCEDURE



1. **Notify** - Notify all affected employees of the lockout and duration
 2. **Shutdown** - Have the authorized person shutdown the equipment
 3. **Isolate** - Isolate all primary energy sources (not just electrical)
 4. **Relieve** - Bleed or dissipate all stored energy so that it can't build up
 5. **Apply** - Lockout devices, locks, tags
 6. **Verify** - Make sure that nothing can be re-energized
 7. **Perform Work**
 8. **Re-apply** guarding
 9. **Notify** - Notify all affected employees and make sure they stand clear of the start up
 10. **Remove** - Locks and lockout devices
 11. **Re-energize** - Start up
 12. **Test**
- Primary sources of energy may not be obvious; pneumatic, mechanical, secondary electrical, thermal, gravity
 - Verify there is no residual/potential energy in the system
 - Verify that the equipment cannot be re-started
 - Every employee maintains control of their lock

**Contact Safe Workforce Development for more information on
implementation or training on Lock Out Tag Out**