

## **Sample Lockout Procedure**

Use with Lockout/Tagout (Control of Hazardous Energy), Chapter 296-803 WAC

- The following sample lockout procedure contains the minimum information necessary to help you develop a energy control procedure that meets the requirements of Lockout/Tagout (Control of Hazardous Energy), Chapter 296-803 WAC.
- Complex systems may require you to develop, document, and use more comprehensive procedures.
- You can use this fill-in-the-blank template, or develop your own form.

**Note:**

If you develop your own form, remember to include the necessary information from this template.

## Fill-in-the-Blank Template

### SCOPE:

This lockout procedure is for:

*Company Name if you only use a single procedure (one machine or type of machine)*

**or**

*Specific machine or equipment that this procedure applies to, if you use multiple procedures. For additional information, see WAC 296-803-20005, in this chapter)*

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### PURPOSE:

- This procedure establishes the minimum requirements necessary to protect employees from injury caused by the unexpected energization, start up, or release of stored energy during service or maintenance.
- Use this procedure to make sure the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before any employee begins work.

### AUTHORIZATION:

- The following persons are authorized to lock out the machine or equipment using this procedure:

*(List the names of authorized employees you want to use this procedure)*

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### COMPLIANCE WITH THIS PROGRAM:

- All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout.
- Authorized employees will perform lockout as described in this procedure.
- No employee will attempt to start, energize or use any machine or equipment that is locked out.
- Failure to comply with this procedure will result in the following action:

*(List the actions that will be taken if employees violate the procedure)*

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**INTENDED USE:**

- This procedure will be used for the following service or maintenance actions:

*(List the service and maintenance activities that require using the procedure)*

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**SPECIFIC PROCEDURAL STEPS:**

**Step 1:** The authorized employee will identify the type and magnitude of the energy that the machine or equipment uses, understand the hazards of the energy, and the methods to control the energy before using this procedure.

*(List the type and magnitude of the energy, its hazards, and the methods to control the energy. For additional information, see WAC 296-803-50010, in this chapter)*

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**Step 2:** Notify all affected employees that the machine or equipment is to be shut down and locked out for service or maintenance.

*(List the names or job titles of affected employees and how to notify them. For additional information, see WAC 296-803-50010, in this chapter)*

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**Step 3:** Shut down the machine or equipment by the normal stopping procedure (such as depressing a stop button, opening switches, or closing valves).

*(List types and locations of machine or equipment operating controls. For additional information, see WAC 296-803-50010, in this chapter)*

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**Step 4:** Completely isolate the machine or equipment from its energy sources by using the appropriate energy-isolating devices.

*(List types and locations of energy isolating devices. For additional information, see WAC 296-803-50010, in this chapter)*

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**SPECIFIC PROCEDURAL STEPS: (continued)**

**Step 5:** Lock out the energy isolating devices with assigned individual locks.

*(List any additional procedural requirements, such as putting on a tag with amplifying information, necessary for the authorized employee to know. For additional information, see WAC 296-803-50010, in this chapter)*

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**Step 6:** Dissipate or restrain stored and residual energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, using methods such as grounding, repositioning, blocking, or bleeding down.

*(List the types of stored and residual energy and the methods to dissipate or restrain them. For additional information, see WAC 296-803-50025, in this chapter)*

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*(List any actions necessary to prevent stored energy from reaccumulating to a hazardous level. For additional information, see WAC 296-803-50025, in this chapter)*

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**Step 7:** Make sure the equipment is disconnected from the energy sources and stored and residual energy has been made safe. Check that no personnel are exposed, then verify the isolation of the equipment by doing the following:

*(List the method of verifying machine or equipment isolation, such as operating the push button or other normal operating controls or by testing to make certain the equipment will not operate. For additional information, see WAC 296-803-50030 in this chapter)*

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**CAUTION:** Return the operating controls to the **safe, neutral, or off** position, after verifying the equipment is isolated from its energy sources.

## **THE MACHINE OR EQUIPMENT IS NOW LOCKED OUT**

- Restore the machine or equipment to service after the service or maintenance is completed and the machine or equipment is ready to return to its normal operating condition by doing the following steps:

*(For additional information, see WAC 296-803-50035, in this chapter)*

**Step 1:** Check the machine or equipment and the immediate area around it to make sure all nonessential items have been removed and that the machine or equipment is in operating condition and ready to energize.

**Step 2:** Make sure all employees are safely positioned for starting or energizing the machine or equipment.

**Step 3:** Verify that the controls are in neutral.

**Step 4:** Remove the lockout devices and reenergize the machine or equipment.

**Note:**

Some forms of blocking may require re-energization of the machine before they can be safely removed.

**Step 5:** Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use.