



LOCKOUT-TAGOUT PROCEDURE

Developed By:	Reviewed By:	Revised By:

Description: Sample		Equipment ID:		
Building:	Area:	Rev:	Date:	Origin Date:
Isolation Points to be Locked & Tagged.	NOTE			

Photo 1	Photo 2	Photo 3

ALWAYS PERFORM A MACHINE STOP BEFORE LOCKING OUT DISCONNECTS

ID	Source	Device	Location	Method	Check
E-1	Electrical				
E-2	Electrical				
W-1	Cooling Water				
W-2	Cooling Water				
P-1	Pneumatic				
	Kinetic Energy				
	Thermal				

OPENING A GUARD DOES NOT CONSTITUTE A LOCKOUT

Any machine modifications must be shown in procedure. Contact EHRS to update procedure.

Equipment Specific Lockout-Tagout Procedure

#	STEP	DESCRIPTION
1	Notify	Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.
2	Review Lockout Procedure	The Authorized Employee shall refer to the Penn's lockout procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3	Perform Machine Stop	If the machine or equipment is operating, shut it down by the normal stopping procedures (depress the stop button, open switch, close valve, etc.). Reference operating procedure for normal shutdown.
4	Isolate Energy	Follow graphical lockout-tagout procedure from top to bottom to de-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s). Note: It may be necessary to dissipate the non-lockable energy sources before isolating the lockable energy sources (i.e. lower machine to lowest position before locking out)
5	Lockout Energy	Perform all lockout-tagout procedure steps from top to bottom starting with page 1. Lockout & tagout of energy isolating device(s) with assigned individual lock(s) and tag(s).
6	Dissipate Energy	Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7	Attempt Restart TRY STEP	Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate. Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

RESTORE TO SERVICE SEQUENCE

#	STEP	DESCRIPTION
1	Check Machine	Check the machine or equipment and the immediate area around the machine to ensure that nonessential items such as parts and tools have been removed and that the machine or equipment components are operationally intact including replacement of guards, interlocks, etc.
2	Check Area	Check the work area to ensure that all employees have been safely positioned or removed from the area.
3	Verify Machine	Verify that the controls are in neutral.
4	Remove Lockout	Remove the locks, tags and lockout devices and reenergize the machine or equipment. Reverse the order of all lockout-tagout procedure steps from bottom to top starting from the last page. Note: The removal of some forms of blocking may require reenergization of the machine before safe removal.
5	Notify	Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Scope: Utilize this procedure for all scheduled PM shutdowns, any maintenance task that requires you to place your body in harm's way of the equipment or if you have to leave the area while the equipment is in service.