Lockout/Tagout
(Control of Hazardous Energy)

Chapter 296-803 WAC

Resources

Helpful Tool

Notes

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 an energy control procedure that meets the requirements of Lockout/Tagout (Control of Hazardous Energy), Chapter 296-803 WAC.
- For complex energy control systems, you may need 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.

Sample Lockout Procedure

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Fill-in-the-Blank Template

SCOPE:

This lockout procedure is for:

_____

_____

_____

Insert either of the following above:

- Company name if using 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 *Establish a written control program*, WAC 296-803-20005, in this chapter.

PURPOSE:

- This procedure contains the minimum requirements 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 and 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 above the names of authorized employees you want to use this procedure.

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MEETING THE REQUIREMENTS OF THIS PROGRAM:

- All employees need to follow the restrictions and limitations that result from this procedure.
- 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 follow this procedure will result in the following action:

_____

_____

_____

List above the actions that will be taken if employees violate the procedure.

INTENDED USE:

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

_____

_____

_____

List above the service and maintenance activities that require use of 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 know the methods to control the energy as follows before using this procedure:

_____

_____

_____

List above the type and magnitude of the energy, its hazards, and the methods to control the energy. For additional information, see *Meet these requirements when applying lockout or tagout devices*, WAC 296-803-50010, in this chapter.

Step 2: Notify all of the following affected employees that the machine or equipment will be shut down and locked out for service or maintenance:

_____

_____

_____

List above the names or job titles of affected employees and how to notify them. For additional information, see *Meet these requirements when applying lockout or tagout devices*, WAC 296-803-50010, in this chapter.

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 above the types and locations of machine or equipment operating controls. For additional information, see *Meet these requirements when applying lockout or tagout devices*, 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 above types and locations of energy isolating devices. For additional information, see *Meet these requirements when applying lockout or tagout devices*, WAC 296-803-50010, in this chapter.

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

_____

_____

_____

List above any additional procedural requirements, such as putting on a tag with amplifying information, necessary for the authorized employee to know. For additional information, see *Meet these requirements when applying lockout or tagout devices,* WAC 296-803-50010, in this chapter.

Step 6: Dispel 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 above the types of stored and residual energy and the methods to dispel or restrain them. For additional information, see *Protect employees from the hazards of stored and residual energy*, WAC 296-803-50025, in this chapter.

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Step 6 (Continue)

_____

_____

_____

List above any actions necessary to prevent stored energy from reaccumulating to a hazardous level. For additional information, see *Protect employees from the hazards of stored and residual energy*, WAC 296-803-50025, in this chapter.

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

_____

_____

_____

List above 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 *Verify that the machine or equipment is safe before starting work*, WAC 296-803-50030 in this chapter.

CAUTION:

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

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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 it's normal operating condition by following these steps:

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:
You may need to re-energize the machine before you can safely remove some forms of energy blocking.

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

For additional information, see *Meet these requirements when removing lockout or tagout devices and energizing the machine or equipment*, WAC 296-803-50035, in this chapter.

Notes