

## **Steps to Control Hazardous Energy**

- 1. Identify and locate all sources of power to the equipment.**

Explain action: \_\_\_\_\_  
\_\_\_\_\_

- 2. Notify all affected personnel what equipment is going to be de-energized and worked on.**

Explain action: \_\_\_\_\_  
\_\_\_\_\_

- 3. Disconnect each separate power source of multiple power systems such as electric over hydraulic, electric over water, etc.**

Explain action: \_\_\_\_\_  
\_\_\_\_\_

- 4. Release all residual energy remaining behind the power source, such as hydraulic or water pressure.**

Explain action: \_\_\_\_\_  
\_\_\_\_\_

- 5. Secure all power sources in the de-energized position with a positive means such as a padlock, chain, cable, etc.**

Explain action: \_\_\_\_\_  
\_\_\_\_\_

- 6. Block or restrain any machinery or device that can move on its own, with or without the power source.**

Explain action: \_\_\_\_\_  
\_\_\_\_\_

- 7. Affix a lock or warning tag identifying who attached it and the date it was attached.**

Explain action: \_\_\_\_\_  
\_\_\_\_\_

- 8. Each person working on a piece of equipment will affix his/her own lock or tag.**

Explain action: \_\_\_\_\_  
\_\_\_\_\_

**9. Test equipment prior to working on it by manipulating the operating controls. Return the operating controls to the neutral position prior to beginning work.**

Explain action: \_\_\_\_\_

\_\_\_\_\_

**If the lockout/tagout procedure must be interrupted to test a repair or adjustment, the following procedure must be followed:**

1. Appoint one person to supervise the process.
2. Notify all affected personnel.
3. Remove your lock or tag only when your work is completed.
4. The last person to remove the lock or tag is the authorized person and is responsible for re-energizing the equipment.

**Prior to Maintenance:**

1. Notify workers of intent to de-energize.
2. Obtain lock(s), tag(s), and locking and/or blocking devices.
3. Shut down, de-energize, and dissipate any residual energies.
4. Apply lock, tag and/or blocking devices.
5. Verify effectiveness of lockout by attempting to restart.
6. Verify that a "Zero Energy State" exists.
7. Complete maintenance and/or service task.

**Before Re-Energizing:**

1. Notify all affected personnel.
2. Check to make sure all personnel are clear.
3. Remove blocking, chains, tie-downs, etc.
4. Replace the barricades, guards, enclosures.
5. Turn this checklist in when it has been completed.

**LOCKOUT/TAGOUT (LOTO) CHECKLIST (*check for completion*)**

- Have all affected employees been notified.
- Equipment has been shut down.
- Equipment isolated from energy source(s).
- LOTO devices applied.
- Isolation is verified to attain a “Zero Energy State.”
- Performed LOTO release for testing, and then restored isolation (*if applicable*).
- Notified all affected employees of reinstatement of equipment back into operation.
- LOTO devices removed and system restored back to operation.

Were all energy sources identified and accounted:  Yes     No

Do any employees need refresher training:  Yes     No

Other comments or deficiencies identified: \_\_\_\_\_

\_\_\_\_\_  
Authorized Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

This form must be utilized, signed and reviewed each time lockout/tagout is performed. The supervisor will maintain this form to demonstrate compliance with the procedure.