



LOCK OUT PROCEDURE

Whenever maintenance is performed on equipment where the inadvertent operation of the equipment would endanger the maintenance employee, this procedure should be followed.

1. Prior to locking off a machine the machine shall be shut down as per its normal procedure and employees in the area shall be notified the machine is being lock out. Locks and tags are available from the Shop Supervisor.
2. The employee or employees working on the machine will isolate the power to the machine and lock the arm of the breaker panel in 'off' position. Alternatively, the breaker for the machine will be turned off and the panel locked.
3. Each employee working on the machine will lock out the power source with his/her own lock. Check to ensure the power can not be operated with the lock on.
4. Each lock will be marked with the employee's name.
5. The machine will be checked to ensure no other energy sources, including passive ones, exist. If alternative sources of energy are determined to exist, a machine specific lock out/tag out procedure shall be followed.
6. Any un-powered portions of the machine that could move once the power is off are to be secured in position with items such as pins, chains, etc
7. Prior to starting work on the machine the employees shall attempt to operate the machine to verify it is de-energized.
8. The employee will retain the only key to the lock they applied.
9. The employee will not unlock the breaker panel or other energy sources until he has assured himself the machine is safe to operate. The machine should be in the OFF position and under no load prior to switching the power on. Any devices used to secure un powered portions of the machine shall be removed.