



Sequence of Lockout:

1. Notify all employees that servicing or maintenance is required on a machine or equipment and that it must be shut down and locked out to perform the servicing maintenance.
2. Authorized employees shall refer to the company procedure to identify the type and magnitude of the energy that the equipment utilizes, understand the hazards of the energy, and know the methods to control the energy.
3. If the machine or equipment is operating, shut it down by normal stopping procedure (depress stop button, open switch, close valve, etc.)
4. De-Activate the energy isolating devices so the machine or equipment is isolated from the energy source.
5. Lock out the energy isolating devices with assigned individual locks.
6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheel, hydraulic systems, and air, gas, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7. Ensure that the equipment is disconnected from the energy sources by first checking that no personnel are exposed. Then verify the isolation of the equipment by operating the push button or other normal operating controls or by testing to make certain the equipment will not operate. CAUTION: Return operating controls to neutral or off position after verifying the isolation of the equipment.
8. The machine or equipment is now locked out.

Restoring Equipment to Service: When the service or maintenance is complete and machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed, and that the machine or equipment are operationally intact.
2. Check the work area that all employees have been safely positioned or removed from area.
3. Verify that the controls are neutral
4. Remove the lockout devices and reorganize the machine or equipment. NOTE the removal of some forms of blocking may require re-energization of the machine before safe removal.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use.