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| Section A. Equipment Description |
| Equipment Location:Bldg: Room:  |
| Equipment #: (Optional) Prototype Equipment: [ ]  Yes [ ]  NoEquipment Description: |
| Author:  *Employee who completed this form(print name & sign) date* |
| This document has been reviewed and approved by: *Supervisor (print name & sign) date* |
| Section B. Procedure Purpose |
| The purpose of this procedure is to identify all hazardous energy sources present, hazardous energy isolation points; list all required steps to safely shut down the equipment, isolate the energy sources, and return it to service after work is completed.  |
| Section C. Preparation and Notification |
| 1. Will this lockout span a shift change? [ ]  Yes [ ]  No

If “yes” then supervisor or manager must sign this section confirming that the following shift has been notified of the presence of the lockout and the need to place their locking devices at the energy control point before working on the locked out equipment : *Supervisor/Manager (print name & sign) date* |
| 1. **Notify**

Prior to starting work, notify affected workers of the lock out activity.Employees notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

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| **Section D: Hazardous Energy Assessment** |
| Evaluate the equipment for all hazardous potential energy sources and check the left hand box if present. For each, describe the type and magnitude, danger zone (the part(s) of the equipment where the energy is found), and isolation points. Note: Describe how to control each identified hazardous energy source in Section E. NOTE: *Add or Delete sections as applicable.* |
| **Present** | **Types of Energy** | **Type / Magnitude** | **Danger Zone**  | **Isolation Point(s)** |
| [ ]  | **Mechanical** - Capable of crushing, pinching, cutting, snagging, striking |  |  |  |
| [ ]  | **Mechanical - Stored energy** - Flywheel, Springs, Differences in Elevation |  |  |  |
| [ ]  | **Pressure** - Hydraulic List pressure (psi) |  |  |  |
| [ ]  | **Pressure** – PneumaticList pressure (psi) |  |  |  |
| [ ]  | **Pressure** – Compressed Gas List pressure (psi) and other hazards (flammable, asphyxiant) |  |  |  |
| [ ]  | **Pressure** – Pressurized WaterList pressure (psi) |  |  |  |
| [ ]  | **Chemical –**  |  |  |  |
| [ ]  | **Electrical**- low voltage (50-600 V) – List Type: AC/DC, Phase: 1 or 3, Amperage, and Connection Type (Plug/Cord, Disconnect, Breaker) |  |  |  |
| [ ]  | **Electrical –** BatteriesList Voltage and Current |  |  |  |
| [ ]  | **Electrical –** CapacitorsList Voltage |  |  |  |
|  | **Electrical Lock Out Purpose** | [ ]  Mechanical Repair/Adjustment | [ ]  Electrical Repair Adjustment | [ ]  Troubleshooting w/Electrical  |
| [ ]  | **Thermal**- High temperature-surface temperature, hot liquids, steam |  |  |  |
| [ ]  | **Other –** Other Energy Sources |  |  |  |

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| Section E. Steps for Controlling Hazardous Energy Sources Identified in Section D. |
| **Steps for orderly equipment shut down: *Add/delete steps as needed.***PPE Required: Step 1: Step 2: Step 3: Step 4: Step 5: Step 6:  |
| **Energy Source – Isolation, Control, Dissipation, and Verification**NOTE: *Add or Delete sections as applicable.* |
| **#1 - Energy source description:** **Isolate:** **Control:** **Dissipation:** **Verify zero energy state appropriate to the type of hazardous energy involved:** **If movement/energized work required. Controls/methods used to prevent contact with moving parts or injury:**  |
| **#2 - Energy source description:** **Isolate:** **Control:** **Dissipation:** **Verify zero energy state appropriate to the type of hazardous energy involved:** **If movement/energized work required. Controls/methods used to prevent contact with moving parts or injury:**  |

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| Section F: Steps to Return to Service*(Add any necessary, equipment specific, steps.)* |
| 1. Verify equipment and area is clear of tools, workers, equipment, materials, and debris.
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| 1. Unlock and remove any blocking devices; remove linkages.
 |
| 1. Reposition any safety devices, guards, interlocks.
 |
| 1. Warn workers to stay clear of area.
 |
| 1. Remove all locks and tags for energy control points. Remove all control devices.
 |
| 1. Verify affected areas are clear of personnel.
 |
| 1. Re-energize the equipment. Note: be certain to consider effects of re-energization on all systems “downstream” of energy source.
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| 1. Notify supervisor when work is complete.
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| 1. If you find any errors in this procedure, or have suggestions on how to improve it, provide your comments to your supervisor and EHS.
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