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Environmental Health and Safety
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ENERGY CONTROL PROCEDURES
Lockout/Tagout Program

This form is used to identify LOTO procedures involved when servicing and/or maintaining the equipment/machine listed below.

Date: _____

Equipment/Machine Name: _____ Location: _____

Authorized Employees: _____

_____

Affected Employees: _____

_____

Service/Maintenance Activities Requiring Lockout/Tagout: _____

_____

Procedure (Circle): Lockout Tagout

Energy Type (Circle): Steam Natural Gas Moving Parts Chemicals Electric Power
Water Pneumatic Compressed Air Hydraulic Other:_____

Lockout Device (Circle): Switch Valve Block Chain Hasp Other:_____

Energy Release Method (Circle): Ground Dissipate Drain Restrain Other:_____

Lockout/Tagout Checklist

1.	Complete an Energy Control Procedures	☐	**7.**	Reduce equipment to a zero energy state	☐
2.	Identify all Energy Sources	☐	**8.**	Verify equipment isolation	☐
3.	Notify all Affected Employees	☐	**9.**	Perform task	☐
4.	Shut down the equipment	☐	**10.**	Remove lockout/tagout device, notify	☐
5.	Isolate equipment	☐	**11.**	Return equipment to service	☐
6.	Apply lockout/tagout devices	☐			

Lockout/Tagout Record

Hazard	Action Required	Lock #	Name	Locks/Tags On	Locks/Tags Off