

LOCKOUT PROCEDURE STEPS

- Step 1. View the Authorized Employee List to determine if your name is present. Placement on this list means that you have been given authorization by this location to perform lockout. If your name is not on this list you are not to perform ANY lockout activities until you have been trained AND your name has been added to the list.
- Step 2. View the Equipment List and find the equipment and/or sub-unit to be worked on. Go to the Equipment Specific Lockout procedure that corresponds to this equipment or sub-unit
- Step 3. Obtain the lockout devices specified in the procedure.
- Step 4. Notify all affected employees that a lockout system is going to be utilized and the reason for the work, expected duration for equipment downtime, and any other pertinent information.
- Step 5. Follow the steps in the procedure.
- Step 6. Inform the personnel from Step 4 that the equipment is back in service.