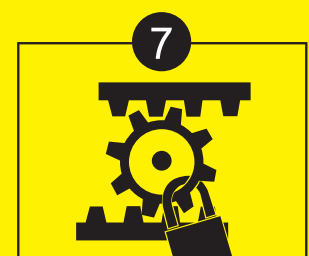
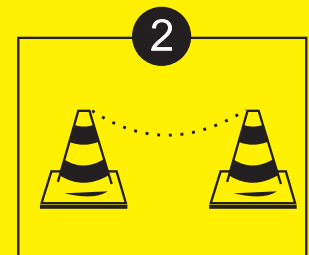


Lockout Tagout: General Lockout Procedures

The following steps should be included in your Lockout Tagout procedure in order to aid personnel in safe completion of work activity.

- Issue a work order (or similar procedure), which determines the task and the equipment that is to be locked down.
- Notify the affected employees that Lockout is about to occur, including the operator of the equipment.
- Limit the work area, if permissible, by erecting a safety perimeter.
- Prepare for shutdown by reviewing details of the energy source, hazards, and your company's control procedures.
- Shut down the equipment/machinery using the normal, safety procedure.
- Isolate all applicable energy sources.
- Apply padlocks to the energy isolating devices.
- Apply tags in order to provide information regarding the lockout of isolation devices & switches.
- Dissipate, then confine and block the residual energy that may be present.
- Apply padlocks to the residual energy blocking devices.
- Apply tags in order to provide information regarding the lockout of the residual energy devices.
- Verify the absence of energy by using the most reliable and safest means possible, e.g. start-up test.



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