

QUICK CHECKLIST FOR LOCKOUT/TAGOUT

STEPS FOR SHUTDOWN:

- Prepare -- Before beginning, verify:
 - all types of energy involved.
 - hazards presented by energy.
 - how to control the energy.
- Shutdown -- Turn off the machine or equipment.
- Isolate -- Isolate the machine or equipment from the energy source (i.e., turn off the main circuit breaker).
- Lockout -- Apply employee's lock. Be sure that it holds the isolating device in the "off" or "safe" position.
- Release -- Release stored energy. Relieve, disconnect, restrain, block, or otherwise ensure that all energy sources (such as electrical, mechanical, hydraulic, compressed, or others) are de-energized.
- Verify -- Try the on-off switch or other controls to be sure the machine will not start. Return the switch to the "off" position.
- Employee's lockout is complete.

STEPS FOR RESTART:

- Inspect -- Inspect the equipment to be sure that:
 - all tools and other material are removed.
 - machines are fully reassembled.
 - guards and other safety devices are reinstalled.
- Notify -- Notify to be sure that:
 - all employees are safely positioned.
 - all affected employees are notified of the restart.
- Remove -- Remove lockout devices. Remember ONLY the person who put the lock on the machine may remove it.