**Bigelow Equipment Specific Lockout Procedure**

**Instructions**

* Complete each section of the form.
* Return completed forms to the lab manager for review and approval.
* Save an electronic copy of the approved procedure
* Ensure completed procedures are readily accessible, such as having a printed copy on or near the equipment, or having the procedures available in a binder in the location of the equipment. Review the procedure at least once per year by completing the Periodic Inspection Certification Form.
* This form may be altered by the user, so long as it remains in compliance with Bigelow’s Hazardous Energy Control (Lockout) Program

**Bigelow Equipment Specific Lockout Procedure**

Machine or Equipment Type:

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID #

|  |
| --- |
| Hazard Assessment (check all that apply) |
| [ ] Electrical | [ ] Thermal (cryogenic) |
| [ ] Chemical | [ ] Radiation, ionizing |
| [ ] Pressure (hydraulic, pneumatic) | [ ] Radiation, non-ionizing |
| [ ] Mechanical | [ ] Stored energy |
| [ ] Thermal (heat) | [ ] Other: |

**Lockout Tagout Sequence**

1. Notify affected employees that servicing will take place using lockout
2. Turn off the equipment or system following the normal stopping or shutdown procedures
3. Follow the steps below to properly isolate each energy source, apply lockout tagout and verify that the equipment is in a zero energy state.

|  |  |  |  |
| --- | --- | --- | --- |
| Hazard | Magnitude | Method of Isolating | Verification Check |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

1. Release/Control Stored Energy (list):

|  |
| --- |
|  |
|  |
|  |

1. Attempt to restart equipment, verify that equipment will not start. Return operating control(s) to neutral/off position after verifying the isolation of the equipment.

**Return Equipment to Service**

1. Check the equipment and the immediate area to ensure that nonessential items have been removed and that the equipment components are operationally intact
2. Check the work area to ensure that all employees have been safely positioned or removed from the area
3. Verify that the controls are in neutral or off position
4. Remove the lockout device and reenergize the equipment
5. Notify the affected employees that the servicing is complete and that the equipment is ready for use.

**Document Review and Approval**

Authorized Employee Completing Form/Procedure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Reviewing Procedure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_