



Lockout/Tagout Procedures  
Maintenance

- e) Ensure that the worker whose lock/tag was removed has knowledge of this before he/she resumes work.
- 9) If locks/tags must be temporarily removed for testing or positioning of equipment/machinery, the start up sequence listed in the specific written procedure will be followed. As soon as testing/positioning is completed, de-energization and lockout will be re-applied in the same manner.
- 10) Outside contractors: when servicing equipment/machinery, the contractor must inform HVCC of his lockout procedures and where applicable, the contractor must be aware of HVCC lockout procedures. Maintenance or other HVCC staff must be aware of the lockout if it will affect their work.
- 11) The Director of EHS will review this program annually with Maintenance supervisors and staff and update as necessary, including any necessary changes to the specific equipment/machinery procedures. The review will include an annual refresher training of maintenance staff regarding the procedures they are to follow as outlined in this program.

# SPECIFIC SHUTDOWN PROCEDURE

Machine/Equipment: \_\_\_\_\_

Location: \_\_\_\_\_

Type & magnitude of energy: \_\_\_\_\_

Follow this sequence for proper shutdown:

1. Notify the following people of the shut down (affected departments, supervisors, etc.):

\_\_\_\_\_

2. Follow this sequence for locating and turning off each energy isolating device:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Place the following locking devices and tags at each shutoff point (multiple workers will each apply a lock)

\_\_\_\_\_  
\_\_\_\_\_

4. Release or stop any stored energy or pressure (by blocking, bleeding, isolating, etc.):

\_\_\_\_\_  
\_\_\_\_\_

5. Verify that de-energization is complete (activate control switch, test circuits, etc.):

\_\_\_\_\_  
\_\_\_\_\_

6. After work is completed follow these start up procedures:
  - a. Remove all tools and materials from around machine/equipment
  - b. Check to assure machine/equipment is operationally intact
  - c. Ensure safe clearance and place applicable locking devices a