

Iowa County, Iowa
Policy Manual

Title: Lockout Form	Reference #: SA015
Section: Safety	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

LOCKOUT SAFETY PROCEDURES

EQUIPMENT LOCATION _____

MODEL _____ MANUFACTURER _____

PROCEDURE AUTHORIZED BY _____ PHONE _____

OSHA regulations state that “The procedures shall clearly and specifically outline the scope, purpose, authorization, rules and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance including, but not limited to the following:

- A specific statement of the intended use of the procedure;
- Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy;
- Specific procedural steps for the placement, removal and transfer of lockout/tagout devices and the responsibility for them; and
- Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout/tagout devices and other energy control measures.”

SOURCES OF ENERGY FOR THIS EQUIPMENT: (circle all that apply)

Electrical 120 VAC	Thermal	Chemical
Electrical _____	Steam	Hydraulic
Electrical _____	Gas	Pneumatic
Compressed Air	Other: _____	Other: _____

STORED ENERGY (Remember energy can be stored):

Raised Load	Battery	Hydraulic Pressure
Coiled Springs	Air Tank	Pneumatic Pressure
Charged Capacitors	Chemical	Other: _____

SPECIFIC INSTRUCTIONS FOR LOCKOUT:

HOW TO VERIFY SAFE LOCKOUT BEFORE PERFORMING MAINTENANCE:

INSTRUCTIONS FOR RETURNING MACHINE TO SERVICE: