



## Community Colleges of Spokane

### Equipment Specific Lockout/Tagout Procedure Form

<b>Campus:</b>	<b>Building:</b>
<b>Primary Authorized Employee:</b>	<b>Supervisor:</b>
<b>Department:</b>	<b>LOTO Date &amp; Time:</b>

This procedure establishes the minimum requirements necessary to protect employees from injury caused by the unexpected energization, start-up, or release of stored energy during service or maintenance on equipment. This procedure is required for LOTO to ensure the machine or equipment is shut down, isolated from all potentially hazardous energy sources, and locked out before any employee begins work.

<b>Equipment Name/Description:</b>
<b>Equipment Identification/Serial Number:</b>
<b>Equipment Location:</b>

#### Type of hazardous energy:

<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Thermal	<input type="checkbox"/> Pneumatic
<input type="checkbox"/> Hydraulic	<input type="checkbox"/> Chemical	<input type="checkbox"/> Other, please specify	

Before servicing this machine, affected employees were notified.

#### Equipment/System shutdown procedure:

Describe the machine or equipment's normal stopping procedures (such as depressing a stop button, flipping switches, or closing valves).

#### Steps to isolate energy:

Include isolating devices (e.g., lockout, hasps, padlocks) and their location.

#### Additional safety measures (if any):

Check here if Group LOTO is not applicable to this LOTO and skip this section.

Group LOTO-Authorized Person(s): All authorized persons, including contractors, working on the de-energized equipment are required to apply personal locks and tags to the group LOTO.					
Authorized Employee(s) Name:	Dept./Shop:	Lock applied: <i>Initials on</i>	Lock applied: Date & Time:	Lock removed: Initials	Lock removed: Date & Time

**Verification procedure** (e.g., Attempt to start the machine, visually confirm it will not start.) *If the system cannot be locked out or if the system fails the verification procedure, stop and contact your supervisor.*

Check here if there is no change to Primary Authorized Employee responsibility and skip this section.

Transfer of Primary Authorized Employee and LOTO Responsibility (when applicable) There must always be a Primary Authorized Employee that maintains responsibility for continuous LOTO protection. If shift or personnel changes occur, record the transfer information.					
New Primary Authorized Person Assuming Responsibility:	Dept./Shop:	Date & Time	Initials:	Verification of LOTO?	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Removal of Lockout/Tagout Devices**

- Work area, machine or equipment is clear of employees and tools have been removed.
- Machines are fully reassembled and guards and other safety devices have been reinstalled.
- Verify that all controls are in their neutral or off position.
- Notify affected employees that the servicing or maintenance is complete and the machine is ready to use.

To be completed when lockout/tagout devices are removed:	
Primary Authorized Employee Name (print):	
LOTO Removal Date & Time:	Signature:

LOTO Procedure Reviewer		
Reviewer Name (print)	Date & Time:	Signature: