LOCKOUT/TAGOUT PROGRAM

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Staff Review

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Safety Committee J Weber Date: 6/20/07

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REVISIONS:

DATE	SECTION REVISED	AUTHOR

LOCKOUT/TAGOUT PROGRAM

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1.0 PURPOSE

This procedure establishes the minimum requirements for lockout of energy sources that could cause injury to employees and/or contractors.

2.0 APPLICABILITY

This procedure applies to all energy sources (mechanical, hydraulic, pneumatic, chemical, electrical, thermal, etc.) during servicing, repairing, adjusting, cleaning, testing, or any other maintenance activity that exposes people to hazardous energy sources. These procedures apply to all Casitas Municipal Water District (CMWD) employees, and all contract workers under the direct supervision of the CMWD personnel.

3.0 DEFINITIONS

Affected Employee - A person whose job requires them to operate, use or be in the area of a machine, equipment or electrical system on which maintenance or servicing is being performed. An Affected Employee can become an Authorized Participant if their work activities require them to service or maintain machines or equipment that exposes them to hazardous energy sources.

Authorized Participant (AP) – A person who uses locks, blocks, tags, or other approved devices for self-protection from accidental releases of hazardous energy while servicing, repairing, adjusting, cleaning, or performing other maintenance activities that expose them to hazardous sources of energy. AP will possess skills, knowledge and abilities to perform the hazard assessment.

Block-out – Using a block device to ensure that the equipment being serviced will not inadvertently move by sliding, falling or rolling as a result of gravity or stored energy. Example blockout devices consist of blocks, special brackets, and special stands.

Bleeding – Releasing tension or pressure from springs, spring-loaded devices, air systems, hydraulic systems, or other pressurized systems.

Blinding – A type of blockout method whereby a solid object such as a metal disk, flange, or end cap is placed in/on a pipe to ensure that no air, stream, liquid or other substance will pass through that point if the system is accidentally activated.

Capable of being locked out – an energy-isolating device is considered capable of being locked out if it meets one of the following requirements:

- It is designed with a hasp to which a lock can be attached;
- It is designed with any other integral part through which a lock can be affixed;
- It has a locking mechanism built into it; or
- It can be locked without dismantling, rebuilding, or replacing the energy isolating device or permanently altering its energy control capability.

Energized- Connected to an energy source or containing residual or stored energy.

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Energy Isolating Device (EID)- A mechanical device that physically prevents the transmission or release of energy. Examples include: a manually operated electrical circuit breaker, a disconnect switch, a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors (no pole can be operated independently), *alignment* of a valve, a shear pin, or similar devices used to block or isolate energy. (***Note:*** push buttons, selector switches, and control circuit type devices are not to be considered energy isolating devices.)

Locked Out- Use of devices, positive methods, and procedures which will result in the effective isolation or securing of prime movers, machinery, equipment and electrical systems from mechanical, hydraulic, pneumatic, chemical, electrical, thermal or other energy sources.

Lockout Locks- Locks with singular keys used to lock out equipment and machines during servicing and/or maintenance activities that place employees at harm of hazardous energy sources. These may be issued individually (i.e. individual lockout locks) or provided in an accessible location (e.g. lockout station) as long as the locks are singularly keyed.

Lockout Stations – A central area where lockout devices are stored.

Lockout Device- A durable, substantial, and standardized device that utilizes a positive means to hold an energy isolation device in a safe position and prevents the energizing of a machine or equipment. Examples include, but are not limited to, the following:

- Padlocks
- Cable locks
- Lockable valves
- Chains
- Blanking plates
- Lockable covers

Lock-Out Tag- Accidental prevention tags used when equipment has been properly isolated and a lockout lock is in place. The tag attachment device shall be durable and substantial (i.e. non-reusable, attachable by hand, self-locking, non-releasable, with a unlocking strength of 50 lb. pulling force.) The attachment device shall have a general design and the basic characteristics equivalent to a one-piece nylon cable tie.

Multiple Hasp - The scissors-hasp that is used if lockout requires more than one lock.

Primary Control Points – Isolation locations for the highest or most intense form of energy in the process or equipment (e.g. motor center breaker).

Qualified Person- Employee designated by their supervisor who, by reason of training and experience, has demonstrated that they are familiar with the specific equipment or processes, and are familiar with the content of this lockout/tagout procedure.

Servicing and/or Maintenance Activities- Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, maintaining and/or servicing equipment, machines and other energized systems. This definition also includes lubricating, cleaning and clearing jams, adjustments and tool changes where the affected personnel may

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be exposed to unexpected energizing or start-up of systems (sudden or rapid release of hazardous energy).

Stored Energy - Potentially stored or residual energy sources that include (but are not limited to) capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, air, gas, steam or water pressure systems, and gravity.

Tag-Out Device- A prominent non-reusable, warning device such as a durable (self-locking, non-releasable) tag and attachment, which can be securely fastened to the energy isolating device in accordance with established procedures to indicate that the energy isolation device and the equipment being controlled may not be operated until the tag-out device is removed by the Authorized Participant who installed the device.

4.0 PROGRAM ELEMENTS

4.1 Lockout Locks

4.1.1 Issuance and Location:

TABLE 1.1

LOTO Element	E & M	Treatment	Distribution	Recreation
Group Lock	Yes – Locks Are Color-Coded Blue			
Individual Lock	Yes – Locks are Color-Coded Red			
Master Key Location	Lock Box In O&M Office			Lock Box in Main Gate House
Master Key Authority	E&M Supervisor Treatment Supervisor			Maintenance Foreman
LOTO Device Locations	At Each Pump Station, Treatment Plant, Robles Diversion Dam and Fish Passage			Maintenance Building

4.1.2 Each lock is singularly keyed. Any damaged or missing locks (or keys) are to be immediately reported to the employee's supervisor and replaced.

4.1.3 Singular program: Lockout locks are issued with only one key. This key shall be kept with the Authorized Participant during lockout activities. In this manner, only the Authorized Participant who installed the lock may remove it.

4.1.3.1 A master key for each lock is available, but may only be used under extreme circumstances. Extreme circumstances mean that the Authorized Participant has left the premises or is otherwise unavailable to remove locks and/or tags on critical equipment.

4.1.3.2 The master key is kept in a secure location according to TABLE 1.1.

4.1.3.3 The persons having access to the master keys (*See Table 1.1)* will follow the following procedures whenever removing an authorized participant's lockout lock:

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- Verify the authorized participant who installed the lock is not available
- Make all reasonable efforts to contact the authorized participant for notification of removal of his/her lock.
- Ensure that the authorized participant has knowledge of lock removal before he/she resumes work
- Complete the procedures for Restoring Equipment to Service

4.1.4 Removing locks: Authorized participants may either remove their lockout locks, or leave them in place when they have completed their respective maintenance or servicing activities for their shift. This will be up to the authorized participant and based upon the nature of the repair(s), the expected time that the equipment will be shut down, and any other compelling reason why the authorized participant believes his/her lockout lock shall remain in place.

4.2 Lockout Stations:

4.2.1 Lockout stations are strategically located in areas where performing lockout activities are common. These stations shall be fully stocked with all the devices necessary to properly isolate energized systems. These devices include, but are not limited to, lockout locks, tags, multiple hasps, and & other lockout devices as appropriate.

4.2.2 It is the responsibility of authorized participants to inform their supervisor when additional lockout supplies are needed.

4.2.3 It is the responsibility of each Section Supervisor to keep the lockout stations adequately stocked.

4.3 Tags

4.3.1 A lockout tag shall be completed and attached on each lockout lock that is in use. Tags will be completed by each respective authorized participant and will contain the following information:

- Authorized Participants Name
- Date installed
- Reason for Lock-Out

4.3.2 Cables, chains or other adequate restraint will be provided to isolate valves or other equipment and mechanical systems lacking a suitable lock receiver.

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4.4 Lock-Out Restrictions

4.4.1 No one shall attempt to operate or energize any system bearing a lock-out, block-out, or tag-out device unless specifically authorized to do so by the person with control of the Master Key (*see Table 1.)*..

4.5.2 Where equipment is capable of being locked, use of a lock is required.

4.5.3 If equipment is not capable of being locked, and if the equipment can not be blocked or isolated using another approved lockout notify the Section Supervisor. The Section Supervisor will authorize an alternate lockout procedure that is as effective as locks and provides full employee protection from hazardous energy sources.

5.0 LOCK-OUT PROCEDURES

5.1 Preparation – Hazard Assessment

5.1.1 The authorized participant shall coordinate all scheduled shutdowns with affected departments and personnel.

5.1.2 The authorized participant shall inform all affected employees (including contractors) of the planned shutdown if their job activities place them at risk of hazardous energy sources during servicing activities (i.e. they operate, use, or are in the area of the equipment being repaired or serviced under lockout conditions).

5.1.3 The authorized participant shall review the primary energy control point(s) for the proposed work to ensure they have been properly identified and isolated. If necessary, the authorized participant will:

- Review the piping, instrumentation and equipment schematics with the other affected personnel.
- Consult with the Section Supervisor if they are uncertain of the magnitude and severity of the energy hazards.

5.1.4 Prior to shutdown, all equipment to be locked out will be documented by completing the LOTO form.

5.2 Shutdown

5.2.1 An orderly shutdown shall be used to avoid additional or increased hazards as a result of stoppage.

5.2.2 Normal Shutdown and isolation methods will be used to shut down equipment:

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- Shut off the equipment at the local start/stop station
- Leave the hand/off/auto switch in the OFF position
- Place the Energy Isolating Device (i.e. motor control breaker) to the OFF position
- Release all stored or residual energy sources such as hydraulic pressure, pneumatic pressure, chemical residuals, etc.

5.2.3 Each authorized participant shall install a singularly keyed lockout lock and lockout tag on the energy isolating device before repairs or servicing is to be performed. This includes contractors.

5.2.3.1 Each lockout tag shall include the authorized participant's name, the date, and the reason for the lockout work.

5.2.3.2 If more than one authorized participant installs a lock, and if the energy isolating device (motor control breaker) does not support more than one lock, a multiple hasp will be used.

5.2.4 The authorized participant shall keep the lockout key with him/her at all times when making repairs or servicing equipment under lockout conditions.

5.2.5 The authorized participant shall verify that all energy sources have been properly identified and isolated.

5.2.5.1 Verify that all secondary, stored or residual energy sources has been dissipated, disconnected, or restrained using methods such as grounding, repositioning, blocking, relieving pressure (bleed down), before beginning work under lockout conditions.

5.2.5.2 Verify that all electrical sources of energy have been de-energized:

- Attempt to operate the equipment using normal operating controls. For example, test the local start/stop station in both the Hand and Auto positions. Place local start/stop station in OFF following this verification.
- Scan all wires and conduits using a voltage tester.

5.2.7 Once the equipment has been properly de-energized and locked out, the authorized participant shall inform all affected personnel that it is safe to resume work on or near the equipment.

5.2.8 If there is access to opened enclosures containing exposed electrical equipment or any other exposed physical hazards, the authorized participant shall place or install temporary barriers and barricades.

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5.3 Testing Equipment During Lock-Out Conditions

In many maintenance and repair operations, the equipment may need to be tested or positioned before all maintenance tasks can be completed. If so, the following procedures shall be performed when testing equipment under lock-out conditions:

5.3.1 Notify and clear the immediate area of all affected employees and contractors. Anyone remaining shall be in clear view of the authorized participant or person operating the equipment, or be in positive communications with them.

5.3.2 Clear tools and materials away from equipment.

5.3.3 Re-energize the equipment

- Ensure that the local start/stop button is in the OFF position.
- Each authorized participant will remove their respective lock(s) and tag(s) at the energy isolating device.
- Place the energy isolating device (e.g. motor control breaker) in the "ON" position.
- Start the equipment at the local start/stop station

5.3.4 Test, adjust, or re-position equipment as needed.

5.3.4 Shutdown, isolate, and lockout equipment according to the instructions in section 5.2.

5.4 Restoring Equipment to Service

5.4.1 When equipment is ready for testing or returning to service, notify and coordinate with the affected Department.

5.4.2 Ensure non-essential items have been removed and the components are intact.

5.4.3 Check the area to see that no one is exposed to start-up hazards (noise, heat, rotating parts, etc.) and the local controls are still in the "OFF" position.

5.4.4 When the equipment (area) is clear, remove all locks and reactivate the equipment, process, or system(s).

5.4.5 Return usable tags, locks, chains and clips to the designated Lock-Out Station. Discard deteriorated or failed tags and devices. Do not reuse tag attachments (nylon cable ties).

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5.5 Alternate Procedures

In situations where standard lockout/blockout procedures can not be used, the authorized participant will notify the Section Supervisor for approval of any alternate procedures that will be used.

5.5.1 Alternate procedures include de-energizing or disconnecting the equipment from its source of power, or other effective actions that prevent the equipment or machine from inadvertent movement.

5.5.2 Alternate procedures shall provide full employee protection from hazardous energy sources.

5.5.3 Alternate procedures shall always include accident prevention signs and/or tags that are placed on the controls of the equipment.

5.5.1 Tag out procedures, if used, shall include the following:

a. Shut off the energy isolating device

b. Complete a standard lockout tag

c. Install the lockout tag:
   - Lockout tags & attachments shall be durable
   - Lockout tag attachments shall be self-locking, non-releasable, and meet or exceed a 50 lb. pulling force.

d. Place the breaker back in service in accordance with applicable sections of 5.4 of this policy.

5.6 Contractors and Outside Personnel

5.6.1 Whenever contractors and outside personnel provide service work on CMWD equipment, machines or facilities, the CMWD procedures shall be followed.

5.6.2 All contractors are required to provide their own singularly keyed lockout lock(s) and lockout tags.

5.6.3 It is the responsibility of contractors to properly install lockout locks and tags. Contractors are to remove their lockout lock(s) and tag(s) before they leave the job site or when they have completed their assigned job tasks, whatever comes first.

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6.0 INSPECTIONS

6.1 Periodic Inspections

6.1.1 The CMWD (per 6.1.2) will conduct an annual inspection of the Lockout/Tagout Program to ensure that these procedures are being followed.

6.1.2 An authorized employee, or other qualified person, other than the one using the Lockout/Tagout procedures that are being reviewed, shall perform this inspection.

6.1.3 This process shall include a review between the inspector and each authorized participant of the authorized participant's responsibilities under these lockout procedures.

6.1.4 The CMWD (per 6.1.2) will certify in writing using the *Lockout Program Review Form* (Attachment A) that the annual review was performed to include the following information:

- The machine or equipment on which lockout procedures were used
- The date of the inspection
- The employees included in the inspection
- The person performing the inspection

6.1.5 The completed *Lockout Program Review Form* will be maintained in the CMWD safety files for a minimum of three years.

7.0 TRAINING

7.1 **Affected Employee training**: Awareness training will be provided to all new employees whose job may expose them to hazardous energy sources as part of New Employee Orientation program.

7.2 **Authorized Participant training**: All authorized participants will receive initial training in their respective duties in the Lockout/Tagout procedures before being assigned to a job task that involves hazardous energy sources.

7.2.1 Training content will include:

- Identification of hazardous energy sources at the work sites.
- Identifying primary and secondary control points to be isolated.

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- Notification of appropriate personnel.
- Proper lockout/tagout procedures including alternate procedures
- Proper use of energy isolating devices.
- Contractor requirements
- Proper documentation requirements

7.3 **Refresher training**: When procedures, job assignments, machines, equipment, systems, processes or technology present new hazards to employees and/or contractors, refresher training will be provided. This training may be conducted in a tailgate format by the specific work group supervisor, or designee.

7.4 **Training records** shall include:

- Employee name, signature, date, trainer's name, and content of training.
- Training records will be kept on file in the CMWD safety files for a minimum of three years.

8.0 RESPONSIBILITIES

8.1 Managers are responsible for ensuring that this procedure is implemented, enforced and binding on all employees and contractors and will provide the budget and resources for safety.

8.2 Managers and Section Supervisors are responsible for ensuring that:

- Awareness level training has been provided to all affected employees as part of the New Employee Orientation program.
- Annual inspections are scheduled and completed as outlined in the policy.
- All training and inspection records are maintained and on file in a central filing location for a minimum of three years.
- Contractors have been notified of the CMWD lockout/tagout policy requirements and that they implement lockout/tagout procedures that meet, or exceed, the CMWD procedures.

8.3 Section Supervisors are responsible for ensuring that:

- Their respective authorized participants been issued, or have access to, an adequate supply of lockout locks, lockout tags, multiple hasps, chains, cables and other necessary lockout devices. This includes keeping the Lockout Stations inventoried and equipped, if applicable.

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- Their respective section employees understand and follow these Lockout/Tagout procedures.

- Their respective employees have received adequate training to successfully implement these lockout procedures, and to provide additional training if necessary.

- Training that occurs in their section is properly documented in accordance with the CMWD Injury Illness Prevention Program and copied (or forwarded) for filing.

- Proper procedures are followed if a lockout lock is removed by someone other than the person who installed it.

- Alternate procedures, if authorized, provide full employee protection

8.4 Authorized Participants and Affected Employees are responsible to comply with all provisions of this procedure, suggest additional prcedures as needed, and communicate openly with supervisor on issues of concern.

9.0 COMPLIANCE

9.1 Employees failing to follow the requirements of the CMWD lockout/tagout policy are subject to disciplinary action in accordance with the CMWD Injury Illness Prevention Program.

10.0 AUTHORITY

10.1 Cal OSHA, Group 1, Article 3, Title 8, California Code of Regulations, Electrical Safety Orders, Sections 2320.1-2320.7.

10.2 Cal OSHA, Group 2, Article 7, Title 8, CCR, General Industry Safety Orders, Section 3314.

10.3 OSHA "Control of Hazardous Energy" (Lockout/Tagout), OSHA 3120, revised 1997, U.S. Department of Labor, Occupational Safety and Health Administration.

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11.0 HAZARD ASSESSMENT CERTIFICATION

Hazard Assessment Certification Form

Date: _____	Location: _____

Employee Assessed: _____

Title: _____

Conducted By: _____

Title: _____

Specific Tasks Performed:

_____

_____

_____

_____

_____

_____

_____

LOCKOUT/TAGOUT PROGRAM – ATTACHMENT A

AUTHORIZED PARTICIPANT LOTO ANNUAL REVIEW CERTIFICATION FORM

The below identified Authorized Participant was observed conducting Lockout/Tagout Procedures. The purpose of this review is to ensure this employee understands their responsibilities and the LOTO procedures used at this facility for the control of hazardous energy.

Employee Interviewed: _____

Department: _____ Date: _____

Selected Piece of Equipment For This Review: _____

What is the primary energy source (control point) for this equipment? _____

Are there any **secondary energy sources** for this equipment that need to be isolated? (fuses, rotating shafts, gravity, backup power, UPS power, other electrical sources, hydraulic, pneumatic, capacitors, springs, etc.): _____

_____

Describe the lock-out devices that this equipment requires:
☐ Individual lockout lock ☐ Lockout tag ☐ Block ☐ Blind flange ☐ Other: _____

INSTALLING LOCKS AND TAGS (*check the items the employee correctly identifies)*

1.	Coordinate with affected departments	[ ]
2.	Notify affected contractors and employees	[ ]
3.	Identify correct energy control points	[ ]
4.	Shut down equipment at local stop/station	[ ]
5.	Isolated all energy sources to the equipment	[ ]
6.	Place energy isolating device (EID) into OFF position	[ ]
7.	Place Lockout Lock on EID	[ ]
8.	Attach Lock-Out Tag	[ ]
9.	Note: Name, date, time & reason for lockout	[ ]
10.	Test EQ to verify it has been properly isolated & LO	[ ]
	• Test at local start/stop in hand & auto	[ ]
	• Scan wires & conduits w/proximity AC volt tester	[ ]
	• Have electrician verify, ID, & isolate additional energy sources	[ ]
11.	Return local controls to OFF position	[ ]
12.	Vent, bleed or restrain any stored energy	[ ]
13.	Perform work	[ ]

RETURNING EQUIPMENT TO SERVICE (*check the items the employee correctly identifies)*

1.	Coordinate with affected departments	[ ]
2.	Notify affected contractors and employees	[ ]
3.	Check equipment to ensure all guards in place and tools removed	[ ]
4.	Ensure local controls in neutral or off position	[ ]
5.	Remove LOTO device and tag and place the EID in ON position	[ ]
6.	Start equipment at the local controls	[ ]
7.	Replace all locks, tags and other LOTO devices	[ ]

Review satisfactory? ☐ Yes ☐ No

Retraining indicated? ☐ Yes ☐ No

The person(s) conducting the review hereby certify the following:

LOCKOUT/TAGOUT PROGRAM – ATTACHMENT A

Yes	*No*	
☐	☐	Participants interviewed understood LOTO procedures and their responsibility. If no, state exceptions: _____
☐	☐	Do all participants recall their initial training in the current LOTO procedures? If no, state exceptions: _____
☐	☐	The equipment and activity was subject to the LOTO procedure and the LOTO procedure was followed. If no, state exceptions: _____
☐	☐	Locking devices were properly placed and utilized to ensure energy control. If no, state exceptions: _____
☐	☐	LOTO or accident prevention signs and tags were used as required. If no, state exceptions: _____
☐	☐	De-energization was effective as verified through testing. If no, state exceptions: _____ _____
☐	☐	Proper procedures for testing, repositioning, and restoration of normal operations were followed. If no, state exceptions: _____
☐	☐	Is all documentation required by the procedure complete and accurate? If no, state exceptions: _____

Actions recommended based on audit findings: ☐ None ☐ Corrective Action (*describe):* _____
_____
_____

Signed: _____Date of Reports: _____

cc: Affected Section Supervisor

ROUTE COMPLETED FORM TO OPERATIONS DEPARTMENT FORSAFETY FILING

LOCKOUT/TAGOUT SUMMARY – ATTACHMENT B

START HERE

Location Where the Equipment You Wish To LOTO is Located

Complete the LOTO Procedure for the Desired Piece of Equipment

Where is the Piece of Equipment to be LOTO'd Located?

OPERATIONS	E&M	RECREATION
Inform OPERATIONS, MAINTENANCE & affected Contractors of Item that is Now LOTO	Inform Electrical & Mechanical & affected Contractors of Item that is Now LOTO	Inform Recreation & affected Contractors of Item that is Now LOTO

Locate the Primary Energy Control Point (*i.e. motor control breaker)*

Can standard lockout/blockout devices be used?

ALTERNATE LOCKOUT STEPS – *COMPLETE IN THE ORDER SHOWN!*

Alternate procedures include de-energizing or disconnecting equipment from source of power, or other actions that prevent inadvertent movement of equipment.

1. Contact your Section Supervisor for approval of any alternate procedures that will be used.
2. Always place accident prevention signs/ tags on the controls of the equipment.
3. Tag out procedures shall include:
   - ❑ Shutoff energy isolating device
   - ❑ Complete lockout tag
   - ❑ Install lockout tag *(Lockout tag attachments shall be self-locking, non-releasable, and meet or exceed a 50 lb. pulling force.)*

STANDARD LOCKOUT STEPS – *COMPLETE IN THE ORDER SHOWN!*

1. Shut off the equipment at the local start/stop station
2. Leave the hand/off/auto switch in the OFF position
3. Place Energy Isolating Device *(i.e. motor control breaker)* to **OFF** position
4. Release all stored/residual energy sources (*i.e. hydraulic & pneumatic pressure, chemical residuals, etc)*
5. Each employee working on the item shall install a singularly keyed lockout lock on the energy isolating device before repairs or servicing can begin. ***This includes contractors***.
6. Each employee placing a lockout device shall attach a lockout tag to the lockout device which includes:
   ❑ Employee's name ❑ Date ❑ Reason for lockout work
7. If multiple employees install locks, & energy isolating device does not support more than one lock, a multiple hasp shall be used

GO TO SIDE 2

LOCKOUT/TAGOUT SUMMARY – ATTACHMENT B

START HERE FROM SIDE 1

Do you need to test or position the equipment before maintenance tasks can be completed?

NO

YES

LOCKOUT STEPS – TESTING/POSITIONING EQUIPMENT IN LOCKOUT

COMPLETE IN THE ORDER SHOWN!

1. Clear immediate area of all affected employees and contractors. Anyone remaining shall be in clear view of the authorized participant or person operating the equipment, or be in positive communications with them.
2. Clear tools and materials away from equipment.
3. Ensure that the local start/stop button is in the OFF position.
4. Each authorized participant will remove their respective lock(s) and tag(s) at the energy isolating device.
5. Place energy isolating device (*i.e. control breaker*) in "ON" position.
6. Start equipment at the local start/stop station.
7. Test, adjust, or re-position equipment as needed.
8. Shutdown, isolate, and lockout equipment according to the appropriate **LOCKOUT STEPS on SIDE 1.**

RESTORING EQUIPMENT TO SERVICE - *COMPLETE IN THE ORDER SHOWN!*

1. When equipment is ready to test/return to service, notify & coordinate with affected Department.
2. Ensure non-essential items have been removed & components are intact.
3. Check area to ensure no one is exposed to start-up hazards (noise, heat, rotating parts, etc.) & the local controls are still in the **"OFF"** position.
4. When equipment (area) is clear, remove all locks & reactivate equipment, process, or system(s).
5. Return usable tags, locks, chains & clips to the designated Lock-Out Station. Discard deteriorated or failed tags/devices. Do not reuse tag attachments (nylon cable ties).
6. The person that originally locked the equipment out & completed a LOTO-OUT form will document the completion of the lockout activity by completing the LOTO-IN form.