



Environmental Health and Safety
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ENERGY CONTROL PROCEDURES Lockout/Tagout Program

This form is used to identify LOTO procedures involved when servicing and/or maintaining the equipment/machine listed below.

Date: _____

Equipment/Machine Name: _____ Location: _____

Authorized Employees: _____

Affected Employees: _____

Service/Maintenance Activities Requiring Lockout/Tagout: _____

Procedure (Circle): Lockout Tagout

Energy Type (Circle): Steam Natural Gas Moving Parts Chemicals Electric Power
 Water Pneumatic Compressed Air Hydraulic Other: _____

Lockout Device (Circle): Switch Valve Block Chain Hasp Other: _____

Energy Release Method (Circle): Ground Dissipate Drain Restrain Other: _____

| <u>Lockout/Tagout Checklist</u> | | | |
|--|--|--------------------------|--|
| 1. | Complete an Energy Control Procedures form | <input type="checkbox"/> | |
| 2. | Identify all Energy Sources | <input type="checkbox"/> | |
| 3. | Notify all Affected Employees | <input type="checkbox"/> | |
| 4. | Shut down the equipment | <input type="checkbox"/> | |
| 5. | Isolate equipment | <input type="checkbox"/> | |
| 6. | Apply lockout/tagout devices | <input type="checkbox"/> | |
| 7. | Reduce equipment to a zero energy state | <input type="checkbox"/> | |
| 8. | Verify equipment isolation | <input type="checkbox"/> | |
| 9. | Perform task | <input type="checkbox"/> | |
| 10. | Remove lockout/tagout device, notify employees | <input type="checkbox"/> | |
| 11. | Return equipment to service | <input type="checkbox"/> | |

Lockout/Tagout Record

| Hazard | Action Required | Lock # | Name | Locks/Tags On | Locks/Tags Off |
|--------|-----------------|--------|------|---------------|----------------|
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