



Eight Steps to Lock Out Hazardous Energy

- 1. Think, plan and check.** Identify all parts of any systems that need to be shut down. Find the switches, valves or other devices that need to be locked out.
- 2. Communicate.** Tell affected employees you'll be locking out the equipment and why.
- 3. Locate all power sources,** including stored energy in springs or hydraulic systems.
- 4. Neutralize all power at its source.** Disconnect electricity. Block moveable parts. Release or block spring energy. Drain or bleed hydraulic and pneumatic lines. Lower suspended parts to rest positions.
- 5. Lock out all power sources.** Use a lock designed only for this purpose. Each worker should have a personal lock.
- 6. Test operating controls.** Turn on all controls to make sure the power doesn't go on.
- 7. Turn controls back to "off."**
- 8. Perform necessary repairs or maintenance.**

After maintenance is finished and before restarting equipment:

- Remove tools.
- Reinstall machine guards.
- Make sure workers are a safe distance away while restoring energy.
- Notify others that the machines are back in use.