**UNIVERSITY OF WASHINGTON LOCKOUT TAGOUT PROCEDURE**

**(**WAC 296-803)

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| **SCOPE:** | | |
| University of Washington Department/Division | | Building/Address |
| Equipment ID: | Description: | |
| Location: | Last updated: | |

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| **PURPOSE: (**WAC 296-803-20005)  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. Use this procedure to make sure the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before any employee begins work. |

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| **AUTHORIZATION:** (WAC 296-803-20005)  The following persons or job titles are authorized to lock out the machine or equipment using this procedure |
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| **INTENDED USE:** WAC 296-803-20005  This procedure will be used for the following service or maintenance actions: | |
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| **NOTIFY:** WAC 296-803-50010  Notify all affected employees that the machine or equipment is to be shut down and locked out for service or maintenance (List the names or job titles of affected employees and how to notify them) | |
| Name/Job Title | Notification method |
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| **NORMAL SHUTDOWN:** WAC 296-803-50010  Shut down the machine or equipment by normal stopping procedures (such as depressing a stop button, opening switches, or closing valves). List types and locations of machine or equipment operating controls. | |
| Shutdown method | Location |
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| **ISOLATE AND LOCKOUT:** WAC 296-803-5001  Isolate energy sources using appropriate isolating devices. Lock and tag out the energy isolating devices with assigned individual locks and tags. | | |
| **WARNING: The following are the known lockout steps. If additional steps are discovered, inform your supervisor, lock them out, and modify this procedure accordingly.** | | |
| **1** | **[Insert Picture]** | **Energy Source:** |
| **Location:** |
| **Procedure:** |
| **Locked out by:** |
| **2** | **[Insert Picture]** | **Energy Source:** |
| **Location:** |
| **Procedure:** |
| **Locked out by:** |
| **3** | **[Insert Picture]** | **Energy Source:** |
| **Location:** |
| **Procedure:** |
| **Locked out by:** |
| **4** | **[Insert Picture]** | **Energy Source:** |
| **Location:** |
| **Procedure:** |
| **Locked out by:** |
| **5** | **[Insert Picture]** | **Energy Source:** |
| **Location:** |
| **Procedure:** |
| **Locked out by:** |

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| **GROUP LOTO:** WAC 296-803-50050  Determine which procedures to use if more than one person will be involved in the LOTO procedure | | | |
| More than one person will be involved in this procedure  *If group LOTO will not be used, skip to next section* No | | Yes | No |
| Choose a group LOTO method: | | | |
| A hasp will be used for this procedure | | | |
| A lock box will be used for this procedure Lock box identification #: | | | |
| A Primary Authorized Person | Name: | | |

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| **RESIDUAL ENERGY:** WAC 296-803-50025  Dissipate or restrain stored and residual energy (i.e. water, air, gas, hydraulic pressure, etc.) | | |
| Energy type | Dissipation/Restraint Method | Notes |
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| **Verification:** WAC 296-803-50030  Verify equipment is isolated from the energy by attempting to start up equipment. For Group LOTO procedures, verification must be completed by the Primary Authorized Person. |
| Verification Method(s) |
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| **THE MACHINE OR EQUIPMENT IS NOW LOCKED OUT AND SERVICE OR MAINTENANCE CAN BE DONE** |

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| **RESTORE:** WAC 296-803-50035  Restore the machine or equipment to service after the service or maintenance is completed |
| **Step 1:** Check the machine or equipment and the immediate area around it to make sure all nonessential items have been removed and that the machine or equipment is in operating condition and ready to energize.  **Step 2:** Make sure all employees are safely positioned for starting or energizing the machine or equipment.  **Step 3:** Verify that the controls are in neutral.  **Step 4:** Remove the lockout devices and reenergize the machine or equipment.  **Note**: Some forms of blocking may require re-energization of the machine before they can be safely removed.  **Step 5:** Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready to use. |