

City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Machine Type \_\_\_\_\_

Power: \_\_\_\_\_ Phase, \_\_\_\_\_ Volts, \_\_\_\_\_ Amps

Model # \_\_\_\_\_

Air: CFM \_\_\_\_\_

Serial # \_\_\_\_\_



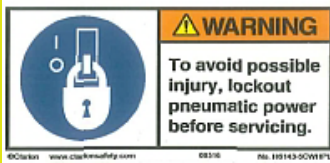
## Lockout-Tagout Guidelines

Place a tag on all padlocks. On the tag, each technician must put their own name and date. (These locks are to be removed only by the person who signs the tag)

If more than one person is working on the machine, each additional person places a lock and tag on each disconnect.

Only each technician may remove their own lock and tag.

**Important:** When many people are working on the same machine you will need a multiple lock-out device. Refer to the Operation/Service Manual for all Safety Precautions



## Evaluate and Inform

1. Evaluate the equipment to fully understand all energy sources (multiple electrical supplies, air supply and pressure, spring tension, weight shifts, etc.).
2. Inform all affected personnel of the eminent shutdown and the duration of the shutdown.
3. Obtain locks, keys, and tags from your employer's lockout center.

### Electrical Lockout/Tagout



## Lockout-Tagout Power

1. Turn OFF machine. See your manual for power down and power up procedures.
2. Turn the disconnect switches on ALL (there may be more than one panel) electrical and frequency panels to the OFF position. Then push the red tab to pop it out. Place a padlock through the hole. Place your tag on the padlock.
3. When multiple people are working on the machine, each person needs to have a lock and tag on the handle in the extra holes provided.

### Valve Lockout/Tagout



## Lockout Tagout Pneumatics

1. Turn ALL air valves to OFF (there may be more than one) position and place a padlock through the hole. Red knob type, move to 'EXH' so that the knob's lock-holes line up to exhaust base. Yellow lever type, move lever perpendicular to air line.
2. Place locks and tags on all the valves. Each technician must put their own lock and tag.
3. After valves are turned off, wait until air pressure in the machine's pneumatic system bleeds down to zero PSI in machine. VERIFY that the FRL gauge is set at Zero PSI.



## Test Lockout

Ensure your tags are on the padlock, as per the tagout guidelines.

Once the locks and tags are in place and all personnel are clear, attempt to operate the machine to ensure equipment will not operate.

Maintenance or repairs may started.

## Post Maintenance Steps

1. After maintenance is completed, the person performing the work must ensure all tools, spare parts, test equipment, etc., are completely removed and that all guards and safety devices are installed.
2. Before removing the locks and tags, the person who attached them shall inspect the equipment to ensure that the machine will not be put in an unsafe condition when re-energized.
3. The locks and tags can now be removed (only by the person(s) who placed them), and the machine can be re-energized.
4. All tags must be destroyed and the locks and keys returned to the lockout center

1910.147 and Cal OSHA'S SB198 ruling of July 1991

