



## LOCKOUT-TAGOUT POLICY/TRAINING Acknowledgement Form

On the date shown below, I have received training on the Machine Lockout Policy and Procedures. In brief, I was informed of the following:

**The purpose of the policy is to prevent accidents. It is my responsibility to follow lockout procedures.**

ALL machines are to be de-energized (ie. elimination of energy associated with electrical, air, gravitational, hydraulic, etc.) for the following:

1. Set-ups
2. Maintenance, servicing or repair
3. To remove jammed material

Machines with electric power cords can be locked out by removing the electrical plug from the wall power outlet.

### **Lockout sequence is as follows:**

1. Notify affected personnel.
2. Turn off power switch on machine.
3. Turn off power at power control box.
4. Lock the box "off" with my padlock.
5. Perform work needed on the machine.
6. Recheck to make sure all switches are off.
7. Remove padlock and return power to machine.

Equipment utilizing pneumatic sources as energy will be disconnected from air compressor resource prior to any maintenance, set up or adjustments.

There is a discipline section to this policy. **I will be subject to 3 days off without pay for a serious violation of this safety rule if I do not follow this procedure.**

I understand the Company Lockout-Tagout Policy and agree to follow the rules and procedures of the Policy.

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Name

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Employee #

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Date