

**UNIVERSITY OF VIRGINIA
ENVIRONMENTAL HEALTH AND SAFETY**

SPECIAL MATERIALS HANDLING FACILITY
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Lock Out Tag Out Hazardous Energy Control Procedure (Template)

Machine/Equipment _____ Asset No. _____

Authorized LOTO Employees: _____ _____

Affected LOTO Employees: _____ _____

<p style="text-align: center;"><u>Equipment Shutdown</u></p> <p>The following step-by-step procedure must be followed to shut down, isolate, block and secure this piece (or class) of equipment/machine:</p> <ol style="list-style-type: none">1. Notify all affected personnel (operators of machine/equipment, etc.) that LOTO procedures are in effect.2. _____3. _____4. _____

<p style="text-align: center;"><u>LOTO Devices</u></p> <p>List LOTO devices that will be used and the steps to safely place, remove and transfer LOTO devices onto energy isolating device(s):</p> <ol style="list-style-type: none">1. _____2. _____3. _____4. _____5. Attach filled out Lock Out tag with LOTO device and padlock. _____

Release All Hazardous Energy Sources

Do the following steps to release any residual or stored energy (i.e. capacitors) of the equipment/machine:

1. _____
2. _____
3. _____
4. _____

Verify Machine/Equipment Is In A Zero Mechanical State (ZMS)

Before performing service or maintenance, verify the machine/equipment is in a ZMS. Examples include but not limited to: Use test meter on electrical equipment, activate start buttons. Do the following steps:

1. _____
2. _____
3. _____

Re-energizing Equipment/Machine

Before start-up of machine/equipment after servicing, do the following steps:

1. Make sure machine/equipment is in good working order.

Other: _____

2. Notify all affected personnel that LOTO devices are being removed from equipment/machinery and all personnel are safely positioned away from the equipment/machinery.

Other: _____

3. Check for and retrieve all loose tools, equipment/machine parts. Reinstall all removed equipment/machine guards.

Other: _____

4. Remove all LOTO devices from energy isolating devices.

Other: _____

5. Operate the energy isolating devices to restore energy to the equipment/machine.

Other: _____

This is not a University mandatory LOTO procedure form. Departments are encouraged to use it or modify it as needed. Please note this Template meets OSHA requirements for recording Shut Down of Hazardous Energy Sources prior to doing service or repair work.