

LOCKOUT/TAGOUT ASSESSMENT

NAME OF COMPANY: ABC Print Manufacturing

DEPARTMENT NAME: Press Room

EXAMPLE

NAME OF EQUIPMENT: XYZ 2-Color Offset Press DATE COMPLETED : September 15th, 2011

AUTHORIZED EMPLOYEE POSITION

1. John Jones (ACME Maint.)
2. USA Service Techs
3. ABC In-Plant Maint. MGR

AFFECTED EMPLOYEE POSITION

1. James Smith (Press Operator)
2. Jose Diaz (Press Operator)
- 3.

OTHER POSITION

1. ABC Sales Reps
2. ABC Supervisors
3. ABC Receptionist

<u>ASSESSMENT OF ENERGY SOURCE</u>		<u>LOCATION OF ISOLATION</u>	<u>MEANS OF LO/TO</u>
ELECTRICAL	<u>E</u>	1. Red ON/OFF Button on press power panel	Lock (and Hasp)
PNEUMATIC (AIR)	P	2. Press Power-Cord	Cord Cannister/lock
HYDRAULIC	H	3. Service Disconnect East Wall Pressroom	Lock/Hasp
GRAVITY	G	4. Main Electrical Panel PP1 switch #27/29	Switch Cover, Lock/Hasp
OTHER	O (Only if it cannot be locked)	5. Main Electrical Panel PP1 switch #27/29	Tag Only

PROCEDURES REQUIRING LO/TO

1. Extensive Disassembly
2. Guard Removal
3. Repairing Electrical Circuits
4. Roller Removal requiring 2-people
5. Gear Replacement

DIAGRAM OF EQUIPMENT

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Panel PP1
Switch #27/29



LO/TO PROCEDURES

1. Notify everyone that LO/TO is to be done
* notify Affected/Others Listed above
2. Shut down equipment (turn to off)
3. Turn off electricity
4. Attach Locks and/or Tags in areas indicated by diagram.
5. Attempt to turn on (to ensure energy Isolation)
6. Begin Work

-W-

-E-

RESTORE OPERATIONS

1. Remove Tools
2. Inform affected/other employees that LO/TO to be Removed.
3. Ensure everything is still in "OFF" position.
4. Authorized Employee to remove LO/TO devices.
5. Test equipment...if good notify everyone that LO/TO is complete.

