**SAMPLE Lockout/Tagout Procedures for**

Automated Palletizer Wrap Station

Machine Number: 2 Serial Number: 123456789

Date Reviewed 6/1/2021

In order to prevent unexpected startup or movement of parts that could cause an injury, this procedure will be used when performing maintenance or repairs to the listed equipment.

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Sources of hazardous energy:

Electrical: 220 volts Fuel: \_\_\_\_ Spring: Y/N \_\_\_\_ Comp. Air: 120 psi

Flywheel: Y/N \_\_\_ Hydraulic: \_\_\_ pressure Chemical: \_\_\_\_\_\_\_

Thermal: \_\_\_\_ temp Gravity affect? Y/N \_\_\_ Steam: Y/N \_\_\_\_\_

Jammed Equipment force? Y/N No List \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Authorized employees will be familiar with the types, sources and magnitude of hazardous energy, for this machine. The Energy Source Evaluation sheet documents the energy sources.
2. The Authorized employee will notify affected employees that the machine will be shut down and locked out.
3. The machine will be turned OFF or shut down using normal stopping procedures shown here:

Push red STOP button on front of palletizer.

1. Isolate all energy sources listed above by using the following instructions: (throw identified and labeled switches.)

\*Move #2 safety switch handle to the OFF position.

\*Move valve handle #1 to the CLOSED position. This will be perpendicular to the air line. See picture. Bleed air from the palletizer by pressing the Bleed Air button.

1. Apply pad lock thru the switch handle and box hole used in step 4.

Apply valve cover and secure pad lock thru the valve cover.

1. Stored energy will be relieved, disconnected and rendered safe. Attempt to start the machine.
2. Verify all isolation devices have been installed and that de-energization has occurred.

\*If the employee who applies the LOTO devices must leave the workplace, follow the transfer steps listed in the LOTO policy.

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Release from LOTO-Before Re-Starting Equipment

1. Inspect the work area to ensure tools, parts, rags, and other non-essential items have been removed from the equipment and the area.
2. Notify employee that the machine will soon be started, and they are to clear the area.
3. The LOTO devices are to be removed by the employee who installed them. If the employee is not present, follow the required transfer steps in the LOTO policy.
4. Start up.

This procedure will be reviewed for accuracy annually. It will also be used in annual retraining.