

KEENE STATE COLLEGE LOCKOUT/TAGOUT RECORD

Lockout:	Date	Time	Procedure: <ol style="list-style-type: none"> 1. PREPARE for shutdown—notify all affected employees. Locate all energy sources (look for hidden energy sources) 2. SHUT DOWN machine by the normal method. 3. ISOLATE machine or equipment energy sources. 4. LOCKOUT/TAGOUT – place locks on switches in the “off” position. Place appropriate tags with locks. 5. ENERGY RELEASE—release all potentially stored hazardous energy (electric, springs, air, gas, steam). Get equipment to zero energy state. 6. TEST—attempt to restart machine by pressing the “on” or “start” button to make sure it does not start.
Employee			
Building			
Area/Room			
Equipment			
Reason:			
Release:	Date	Time	