

Example: documenting a specific energy-control procedure

Note to employers: Use this example as a model for documenting specific energy control procedures for machines and equipment at your workplace.

Department: Machine shop
Equipment: Suction Blast Cabinet w/ Dust Extraction System
Equipment manufacturer and serial number: Dust Extraction Systems, INC. #xxxxxxx
Contact person: Supervisor
Authorized employee(s): Electricians

Purpose: This procedure establishes minimum requirements for the lockout of the suction blast cabinet whenever maintenance or service work is performed. The procedure is used to ensure that the machine is stopped, isolated from all potential hazardous energy sources, and locked out before employees perform any servicing or maintenance.

Notify all affected employees before this lockout procedure is used.

Hazardous energy		Lockout steps	Verification steps	Return to service steps
Type	Magnitude			
Electrical	415 volts	<ul style="list-style-type: none"> Press the STOP button to de-energize the machine. Place the main service disconnect in the OFF position. Lockout the service disconnect using an interlocking hasp and padlock 	<ul style="list-style-type: none"> Switch the ON/OFF control to the ON position. Observe that the machine is not operational. Return the ON/OFF control to the OFF position. <p>or</p> <ul style="list-style-type: none"> Test for no voltage, phase-to-phase and phase-to-ground. 	<ul style="list-style-type: none"> Ensure machine components are back in place. Check the area to ensure tools and nonessential items have been removed. Verify all employees are not in the hazard area. Remove the padlock and hasp from the main isolator disconnect and return to the ON position.
Pneumatic	100 PSI	<ul style="list-style-type: none"> Rotate the main air valve to the CLOSED position. Lockout the valve using a ball-valve lockout, interlocking hasp, and padlock. 	<ul style="list-style-type: none"> Observe that the flow of air ceases. Bleed off residual air pressure. 	<ul style="list-style-type: none"> Remove the ball valve lockout, interlocking hasp and padlock. Rotate the air valve to the OPEN position.

Notify all affected employees that the maintenance is complete and the machine is available for use.