**Equipment and Machine - Lockout / Tagout Procedure**

**Energy Source**

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<tr>
<th>Location</th>
<th>LOTO Method</th>
<th>LOTO Devices Used</th>
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**EQUIPMENT AND MACHINE SHUTDOWN REQUIREMENTS**

1. **NOTIFY**
   All affected persons that the equipment/machine will be shut-down and locked out
2. **SHUTDOWN**
   Equipment/machine according to manufacturer's instructions
3. **ISOLATE**
   Equip/machine using proper PPE and following the required LOTO Procedures from all energy sources
4. **LOCKOUT**
   All devices using the appropriate locks and tags at all of the identified isolation points
5. **TEST LOTO**
   Attempt to remove lock, tag or other device from lockout point to verify effectiveness
6. **TRY RESTART**
   Equipment/machine to ensure person(s) will not be exposed to risk
7. **REMOVE ENERGY**
   Dissipate or restrain stored or residual energy such as capacitors, hydraulics, springs etc.
8. **TEST**
   Using proper PPE, test the equipment/machine to verify all energy source have shutdown
9. **SAFETY**
   Apply any additional restraints such as blocks etc. following manufacturer's instructions/specifications

**EQUIPMENT AND MACHINE RESTORATION REQUIREMENTS**

1. **INSPECT**
   Inspect equipment/machine to verify all nonessential items/tools have been removed
2. **CHECK AREA**
   Check the area to verify that all persons are made safe, or completely removed from the area
3. **CHECK EQUIP**
   Make sure that all equipment/machines have the controls in the "Neutral" or "Off" position
4. **REMOVE LOTO**
   Remove all LOTO equipment and re-energize the equip/machine according to approved procedures
5. **NOTIFY**
   Notify all affected persons that maintenance/service has been completed and isolations were removed

**This document is NOT required for the following situations:**

1. The equipment or machine has no potential for residual or stored energy after shutdown which could endanger employees
2. The equipment or machine has a single energy source that is readily identifiable and isolated
3. The isolation and lockout of the energy source will completely deenergize or deactivate the equipment or machine
4. The equipment or machine is isolated from the energy source and locked out during maintenance
5. A single lockout device will achieve a locked out condition
6. The lock out device is under the exclusive control of the authorized employee performing the maintenance or service
7. The maintenance or servicing does not create hazards for other persons, and
8. Amherst College, with this exception, has no accidents involving unexpected activation/re-energization of the equipment or machine during servicing