Eight Steps to Lockout Hazardous Energy

1. **Think, plan and check.**

Identify all parts of any systems that need to be shut down. Find the switches, valves or other devices that need to be locked out.

2. **Communicate.**

Tell affected employees you'll be locking out the equipment and why.

3. **Locate all power sources.**

Including stored energy in springs or hydraulic systems.

4. **Neutralise all power at its source.**

Disconnect electricity. Block moveable parts. Release or block spring energy. Drain or bleed hydraulic and pneumatic lines. Lower suspended parts to rest positions.

5. **Lock out all power sources.**

Use a lock designed only for this purpose. Each worker should have a personal lock.

6. **Test operating controls.**

Turn on all controls to make sure the power doesn't go on.

7. **Turn controls back to "off."**

8. **Perform necessary repairs or maintenance.**

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**After maintenance is finished and before restarting equipment:**

- Remove tools.
- Reinstall machine guards.
- Make sure workers are a safe distance away while restoring energy.
- Notify others that the machines are back in use.