

HAZARDOUS ENERGY CONTROL PLAN

Lockout / Tagout

Chula Vista & San Bernardino
Laundry Plants



August 2020

Job Options, Inc.

LOCKOUT / TAGOUT PLAN – LAUNDRY PLANTS

A. Purpose

The accidental or unexpected starting of any machinery or electrical equipment can cause injury or death. This plan establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

Before **ANY** inspections, maintenance or repairs are made on electrical equipment, power should be turned off at the switch box and the switch locked in the OFF position (locked-out). The switch or controls should be securely tagged to show that the equipment or circuits are being worked on.

In addition, mechanical parts generally must be mechanically blocked to prevent inadvertent movement during cleaning, servicing, or adjusting operations (block-out). If the machinery or equipment requires movement for the specific task, the hazard must be minimized through use of the extension tools (extended swabs, brushes, scrapers, etc.). Employees must be properly trained in the use of such tools.

Machinery being inspected or repaired must be isolated from all potentially hazardous energy sources, which must be locked out and blocked out. The machinery must also be free from all residual or accumulated energy before employees may perform any servicing or maintenance activities, if the unexpected release of stored energy could cause injury.

B. Definitions

1. **Affected Employee** – An employee whose job requires him/her to operate, use or work in the vicinity of a machine or equipment on which maintenance may be performed under lockout or tagout.
2. **Authorized Employee** – A person who is authorized to lock or tag a machine in order to perform maintenance or repairs or oversee repairs done by individuals outside the company.
3. **Energy** – Any of the following but not limited to: electricity, steam, compressed air or pressurized hydraulic fluid.
4. **Energy Isolating Device** – A mechanical device which is used to physically prevent the release or transmission of energy, including but not limited to: electrical circuit breakers, disconnect switches or valves. Push buttons are not energy isolating devices.
5. **Lockout** – The placement of a lockout device on an energy isolating device in accordance with an established procedure, ensuring that the energy isolating device and corresponding equipment being controlled cannot be operated until the lockout device is removed.
6. **Lockout Device** – A device that is used to adapt a padlock to an energy isolating device when that energy isolating device does not already have accommodations for accepting a padlock.

7. **Tagout** – The use of warning tags in conjunction with lockouts or a warning tag by itself when an energy isolating device will not accommodate a padlock or any type of lockout device.
8. **Tagout Device** – A prominent warning device, such as a tag and a means of attachment, which can be securely fastened to an energy isolating device in accordance with an established procedure, to indicate that the energy isolating device and the equipment being controlled may not be operated until the tagout device is removed.

C. Compliance With This Program

It is the responsibility of **all** employees to follow the proper procedures as outlined in this Plan. All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with the procedure. **All employees, upon observing a machine or piece of equipment which is locked or tagged out to perform servicing or maintenance shall NOT attempt to start, energize, or use that machine or equipment.**

Outside servicing personnel must follow the same on-site procedures as outlined in this Plan.

D. Employees Authorized to Lockout/Blockout Equipment

Only authorized employees may lockout/blockout machines or equipment. The authorized employee(s) at the Job Options, Inc. Laundry Plants located in San Bernardino and Chula Vista are:

1. <u>Joseph Lococo</u>	Title: <u>Mechanic- CVL</u>
2. <u>Guillermo Estrella</u>	Title: <u>Mechanic - CVL</u>
3. <u>Mike Honeycutt</u>	Title: <u>Mechanic - SBL</u>
4. <u>Jon Gallardo</u>	Title: <u>Mechanic - SBL</u>
5. _____	Title: _____
6. _____	Title: _____
7. _____	Title: _____

E. Equipment Survey

An initial survey of the Laundry Plants to identify all energy sources, including hidden ones, will be made by the following authorized employee(s): Joseph Lococo & Mike Honeycutt

To complete the survey, the designated individual(s) must:

- physically inspect the premises
- study drawings and equipment manuals if necessary (in complicated operations schematics of the disconnecting means may need to be drawn up)
- identify:
 - the equipment supplied
 - the energy type and magnitude; and
- locate and mark the disconnecting means with a sign or sticker – LOCKOUT HERE – to help direct workers to correct lockout devices.

F. Lockout/Tagout Sequence

1. Notify all affected employees that a lockout is required and the reasons for the lockout.
2. The authorized employee shall refer to the established procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.
3. Make sure no one is operating the machinery before turning the power off and that the machine operator is informed of the lockout in advance. Sudden power loss could cause an accident and serious injuries.
4. De-activate the energy isolating device(s) so that the equipment is isolated from the energy source(s).
5. Lock out the energy isolating device(s) with individual lock(s).
6. Stored or residual energy (such as springs, pressurized lines, elevated machine members, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7. Place tags on equipment. The tags must state:
 - the reason for the lockout
 - the name of the employee working on the equipment
 - the date and time the tag was placed
8. Test equipment to ensure that power is **OFF**:
 - first ensure that no personnel are exposed; and
 - next, check that all energy sources are disconnected and equipment is non-operational by checking the push button or other normal controls.

Caution: After testing, return controls to “off” or “neutral” position.

9. The machine or equipment is now locked out.

G. Restoring Equipment to Service

1. After the job is finished and equipment is ready for normal operations, check the area to ensure that no one is exposed.
2. Ensure that all tools have been removed from the equipment and that all guards have been installed.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and re-energize the machine or equipment. Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

H. Annual Inspection

At least annually, a periodic inspection of the energy control procedures for all machines and equipment will be conducted. The periodic inspection may be performed only by an authorized employee **other than the one using the energy control procedure being inspected**. The periodic inspection must include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected.

The certification must identify:

- the machine or equipment on which the energy control procedure was being utilized;
- the date of the inspection;
- the employee(s) included in the inspections; and
- the person performing the inspection.

I. Equipment Not Requiring Lockout

All equipment that does not require lockout and that is serviced or repaired by an outside vendor, must be clearly tagged as inoperable equipment awaiting service. A tag will be placed in a visible location on the equipment. The tag will be attached at the same point as you would a lock, or as close to it as possible. Tags must be filled out completely and correctly. Tags by themselves do not de-energize equipment. Attach them only after the machinery has been isolated from its energy source. The equipment will be removed from the work floor and stored in a designated area.

J. Disciplinary Action

Both the circumventing of and failure to lockout/tagout during maintenance operations are actions requiring disciplinary action.

K. Machinery and Equipment Lists

Refer to inventory lists itemizing all machinery and equipment located at the Chula Vista and San Bernardino Laundry Plants that are covered by this Plan and are subject to having the annual inspection conducted.

Lockout / Tag out Procedure

Machine Identification

General Description: 600 LBS WASHER

Manufacturer: BRAUN

Model Number: 600NMTVP-3

Serial Number: * TM6002K13005SMD

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: WASHROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: TOUCH SCREEN AT RIGHT SIDE OF MACHINE

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	FRONT RIGHT OF MACHINE	X		KEYED LOTO LOCK , HASP
AIR	UPPER FRONT RIGHT OF MACHINE	X		BALL VALVE LOCK DEVICE
HOT WATER	LEFT SIDE ABOVE MACHINE	X		BUTTERFLY VALVE LOCK DEVICE

TEMPERED WATER	LEFT SIDE ABOVE MACHINE	X		BUTTERFLY VALVE LOCK DEVICE
RE-USE WATER	LEFT SIDE ABOVE MACHINE	X		BUTTERFLY VALVE LOCK DEVICE
STEAM	RIGHT SIDE ABOVE MACHINE	X		BALL VALVE LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

Notify affected employees and make sure no one is operating the machine

Procedure: ELECTRIC -SWITCH OFF DISCONNECT ,APPLY LOTO LOCK ,HASP

AIR- TURN OFF BALL VALVE ,APPLY DEVICE AND LOCK

HOT,TEMPERED,RE-USE WATER - TURN OFF BUTTERFLY VALVE ,APPLY DEVICE AND LOCK

STEAM -TURN OFF BALL VALVE ,APPLY DEVICE AND LOCK

Lock type & location: ELECTRIC,AIR,STEAM,WATER -KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC - ATTEMPT TO OPERATE TOUCH SCREEN

AIR -CYCLE MANUAL DRAIN FUNCTION FROM TOUCH SCREEN

HOT,TEMPERED,RE-USE WATER - CYCLE MANUAL FUNCTION AT TOUCH SCREEN

STEAM - CYCLE MANUAL FUNCTION AT TOUCH SCREEN

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place and controls are in neutral.ELECTRIC - REMOVE LOTO LOCK TURN ON DISCONNECT AND OPERATE

Procedure: TOUCH SCREEN

AIR -STEAM-HOT,TEMPERED,RE-USE WATER - REMOVE LOTO LOCK, DEVICE AND OPEN VALVE , CHECK FUNCTIONS BY MANUALLY CYCLING FROM TOUCH SCREEN

Energy source activated: ELECTRIC

AIR

HOT, TEMPERED, RE-USE WATER

STEAM

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procedures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: BOILER #1

Manufacturer: PARKER

NATIONAL BOARD NUMBER :50988

Model Number: 104-50

Serial Number: * SALES ORDER 961595

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: BOILER ROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: BOILER CONTROL, MAIN BURNER, COMPOUND

FEEDER - ON OFF SWITCH.

PUMP SELECTOR- ON OFF SWITCH

ABOVE ALL ON BOILER MAIN CONTROL PANEL

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	WASH ROOM	X		LOCK AND BREAKER DEVICE
STEAM	RIGHT SIDE ABOVE BOILER	X		CHAIN GATE VALVE
WATER	REAR OF BOILER	X		BALL VALVE DEVICE
SURFACE BLOW	NA			NA
GAS	FRONT SIDE LOWER OF BOILER	X		BALL VALVE DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

Notify affected employees and make sure no one is operating the machine

Procedure: ELECTRIC- TURN OFF BREAKER , APPLY LOCK ,HASP

STEAM- TURN OFF GATE VALVE , APPLY CHAIN AND LOCK.

GAS,WATER, SURFACE BLOW- TURN OFF BALL VALVE ,APPLY DEVICE AND LOCK

Lock type & location: ELECTRIC, STEAM, WATER, SURFACE BLOW, GAS- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT TO SWITCH ON BOILER CONTROL SWITCH. GAS- ATTEMPT TO SWITCH ON BOILER CHECK IGNITION. WATER- ATTEMPT TO FILL WITH ELECTRIC OFF. SURFACE BLOW- OPEN BALL VALVE AT TESTING POINT SLOWLY.

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place and controls are in neutral.ELECTRIC- REMOVE LOTO LOCK , TURN ON BREAKER AND SWITCH ON

Procedure: CONTROL

SWITCH. WATER, STEAM SURFACE BLOW, GAS- REMOVE LOTO LOCK, DEVICE AND OPEN VALVE .

CHECK FUNCTIONS BY SWITCHING BOILER ON .

Energy source activated: ELECTRIC . GAS. WATER. STEAM .

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: CART WASHER

Manufacturer: ENERGENICS

Model Number: KW

Serial Number: * 8043A0720

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: WASH ROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: _____

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	

ELECTRIC	PANEL IN WASHROOM	X		LOCK AND BREAKER DEVICE
AIR	LOWER LEFT OF MACHINE	X		BALL VALVE LOCK DEVICE
WATER	LOWER LEFT OF MACHINE	X		BALL VALVE LOCK DEVICE

Note: You mad add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRIC- SWITCH OFF BREAKER , LOTO LOCK

AIR- TURN OFF BALL VALVE AND APPLY DEVICE AND LOCK

WATER - TURN OFF BALL VALVE AND APPLY DEVICE AND LOCK

Lock type & location: ELECTRIC,AIR- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT TO START AT KEYPAD

AIR- OPEN DRAIN VALVE BELOW TANK

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place
Procedure: and controls are in neutral ELECTRIC- REMOVE LOCK , HASP TURN ON BREAKER .

AIR- REMOVE LOCK, DEVICE AND OPEN AIR VALVE .

Energy source activated: ELECTRIC ,AIR ,WATER

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: SHEET FOLDER #2

Manufacturer: CHICAGO

Model Number: SP-4-CT

Serial Number: * 65688 4/20

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: FINISH AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: _____

KEYPAD ON LEFT SIDE OF MACHINE

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRICAL	DISCONNECT RIGHT SIDE ON WALL	X		LOTO LOCK, LOTO PLUG DEVICE

AIR	COUPLER UNDER MACHINE	X		LOTO LOCK, LOTO PLUG DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

Notify affected employees and make sure no one is operating the machine

Procedure: ELECTRICAL- UNPLUG CORD AND APPLY DEVICE , LOTO LOCK

AIR- UNPLUG COUPLER AND APPLY DEVICE , LOTO LOCK

Lock type & location: AIR- UNPLUG COUPLER AND APPLY DEVICE , LOTO LOCK

How will de-energized state be verified? ELECTRIC- ATTEMPT STARTING AT KEYPAD

AIR- ATTEMPT TO PLUG IN COUPLER , LOOK AT GAUGE

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place

Procedure: and controls are in neutral ELECTRIC- REMOVE LOTO LOCK, DEVICE AND PLUG IN

AIR- REMOVE LOTO LOCK, DEVICE AND PLUG IN

Energy source activated: ELECTRIC , AIR

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: SHEET FOLDER #1

Manufacturer: BRAUN

Model Number: 4PF3CF/B-130

Serial Number: * OMBL911430871B

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: FINISH AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls:

KEYPAD ON RIGHT SIDE OF MACHINE

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRICAL	PLUG UNDER MACHINE	X		LOTO LOCK, LOTO PLUG DEVICE

AIR	COUPLER UNDER MACHINE	X		LOTO LOCK, LOTO PLUG DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

Notify affected employees and make sure no one is operating the machine

Procedure: ELECTRICAL- UNPLUG CORD AND APPLY DEVICE , LOTO LOCK

AIR- UNPLUG COUPLER AND APPLY DEVICE , LOTO LOCK

Lock type & location: ELECTRIC, AIR- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT STARTING AT KEYPAD

AIR- ATTEMPT TO PLUG IN COUPLER , LOOK AT GAUGE

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place

Procedure: and controls are in neutral ELECTRIC- REMOVE LOTO LOCK, DEVICE AND PLUG IN

AIR- REMOVE LOTO LOCK, DEVICE AND PLUG IN

Energy source activated: ELECTRIC , AIR

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: BRAUN FOLDER

Manufacturer: BRAUN

Model Number: SPFRDM

Serial Number: * SPFRDM4082990B

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: FINISH AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: START BUTTON ON FRONT PANEL

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored

energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	BEHIND FOLDER OR DISCONNECT LEFT SIDE	X		KEYED LOTO LOCK , HASP
AIR	BEHIND FOLDER	X		LOTO PLUG DEVICE

Note: You mad add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

Notify affected employees and make sure no one is operating the machine

Procedure: ELECTRIC - Twist to unplug/ turn switch off, APPLY LOTO LOCK, HASP, DEVICE

AIR- remove air coupler, APPLY DEVICE AND LOCK

Lock type & location: ELECTRIC , AIR -KEYED LOTO LOCK . LOTO KIT IN MAINT. DEPT.

AIR- loto plug device

How will de-energized state be verified? ELECTRIC - try to start button

AIR- attemp to plug in

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place and controls are in neutral. ELECTRIC - remove lock and device, plug in / turn on then test by

Procedure: starting

AIR - remove lock and device then plug in

Energy source activated: ELECTRIC

AIR

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: TOWEL FOLDER

Manufacturer: CHICAGO

Model Number: AIR CHICAGO XXL

Serial Number: * 46523

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: FINISH AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: START BUTTON ON FRONT PANEL

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored

energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	BEHIND FOLDER OR DISCONNECT LEFT SIDE	X		KEYED LOTO LOCK , HASP
AIR	BEHIND FOLDER	X		LOTO PLUG DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

Notify affected employees and make sure no one is operating the machine

Procedure: ELECTRIC - Twist to unplug/ turn switch off , ,APPLY LOTO LOCK ,HASP, DEVICE

AIR- remove air coupler ,APPLY DEVICE AND LOCK

Lock type & location: ELECTRIC , AIR -KEYED LOTO LOCK . LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC - try to start button

AIR- attempt to plug in

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place and controls are in neutral.ELECTRIC - remove lock and device, plug in / turn on then test by

Procedure: starting

AIR - remove lock and device then plug in

Energy source activated: ELECTRIC

AIR

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: TEA HEAT RECOVERY , RE-USE WATER SYSTEM

Manufacturer: TEA

Model Number: 3449

Serial Number: * 1787

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: WASH ROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: TOUCH SCREEN AT FRONT PANEL

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	FRONT PANEL DISCONNECT	X		KEYED LOTO LOCK , HASP
AIR	TO THE RIGHT REAR OF CONTROL PANEL	X		BALL VALVE LOCK DEVICE

CITY WATER	UPPER LEFT OF CONTROL PANEL	X		BALL VALVE LOCK DEVICE
HOT WATER	UPPER LEFT OF CONTROL PANEL	X		BALL VALVE LOCK DEVICE
TEMPERED WATER	UPPER LEFT OF CONTROL PANEL	X		BALL VALVE LOCK DEVICE
RE-USE WATER	BEHIND CONTROL PANEL	X		BALL VALVE LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

Notify affected employees and make sure no one is operating the machine

Procedure: ELECTRIC - SWITCH off disconnect ,APPLY LOTO LOCK ,HASP

AIR- turn off ball valve ,APPLY DEVICE AND LOCK

CITY, HOT , TEMPERED, RE-USE WATER -turn off ball valve ,APPLY DEVICE AND LOCK

Lock type & location: ELECTRIC,WATER,AIR - KEYED LOTO LOCK . LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC -TRY TO OPERATE TOUCHSCREEN

AIR - ATTEMP TO OPERATE BLOW DOWN AT TOUCH SCREEN

WATER - CHECK TANKS FOR FILLING FROM TOUCH SCREEN

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place and controls are in neutral.ELECTRIC - REMOVE LOTO LOCK TURN ON DISCONNECT AND OPERATE

Procedure: TOUCH SCREEN

AIR -REMOVE LOTO LOCK , DEVICE TURN ON VALVE AND ACTIVATE BLOWDOWN AT TOUCHSCREEN

WATER -CITY, RE-USE, HOT, TEMPERED - REMOVE LOTO LOCK ,DEVICE TURN ON VALVE AND CHECK TANKS FOR FILLING BY CYCLING TOUCH SCREEN

Energy source activated: ELECTRIC

 AIR

 WATER -CITY, RE-USE, HOT, TEMPERED

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES

Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: 200 LBS WASHER

Manufacturer: BRAUN

Model Number: 200NMTVP-2

Serial Number: * TM2002K11002SMD

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: WASHROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: TOUCHSCREEN AT RIGHT SIDE OF MACHINE

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	BEHIND MACHINE RIGHT SIDE	X		LOTO LOCK , HASP
AIR	BEHIND MACHINE RIGHT SIDE	X		BALL VALVE LOCK DEVICE

HOT WATER	UPPER LEFT SIDE OF MACHINE	X		BALL VALVE LOCK DEVICE
TEMPERED WATER	UPPER LEFT SIDE OF MACHINE	X		BALL VALVE LOCK DEVICE
RE-USE WATER	UPPER LEFT SIDE OF MACHINE	X		BALL VALVE LOCK DEVICE
STEAM	UPPER RIGHT SIDE OF MACHINE	X		BALL VALVE LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

Notify affected employees and make sure no one is operating the machine

Procedure: ELECTRIC -SWITCH off disconnect ,APPLY LOTO LOCK ,HASP

AIR - turn off ball valve ,APPLY DEVICE AND LOCK

HOT ,TEMPERED ,RE-USE WATER - turn off ball valve ,APPLY DEVICE AND LOCK

STEAM -turn off ball valve,APPLY DEVICE AND LOCK

Lock type & location: ELECTRIC,STEAM,WATER,AIR - KEYED LOTO LOCK . LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- attempt to operate touch screen

AIR- cycle manual drain function from touch screen

HOT ,TEMPERED, RE-USE WATER- cycle manual function at touch screen

STEAM - cycle manual function at touch screen

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place and controls are in neutral.ELECTRIC -REMOVE LOTO LOCK TURN ON DISCONNECT AND OPERATE

Procedure: TOUCH SCREEN

AIR- STEAM- HOT ,TEMPERED , RE-USE WATER - REMOVE LOTO LOCK , DEVICE AND TURN ON VALVES

CHECK FUNCTIONS BY MANUALLY CYCLING FROM TOUCH SCREEN

Energy source activated: ELECTRIC

AIR

HOT, TEMPERED , RE-USE WATER

STEAM

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

 Certified by

 Date

 Certified by

 Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: STEAM TUNNEL

Manufacturer: COLMAC

Model Number: CFS 900 G/S RH

PRODUCT : D1208307

Serial Number: * 090798CG0169

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: FINISH AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: FRONT CONTROL PANEL

START BUTTON

BURNER ON BUTTON

CONVEYOR BUTTON

STEAM BUTTON

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?	Type of Lock, Device or block
---------------	----------	-----------	-------------------------------

Energy source	LOCATION	YES	NO	needed
ELECTRIC	PANEL RIGHT OF ROLL UP DOOR	X		LOCK AND BREAKER DEVICE
GAS	ABOVE FRONT CONTROL PANEL	X		BALL VALVE LOCK DEVICE
STEAM	ABOVE FRONT CONTROL PANEL	X		BALL VALVE LOCK DEVICE
CONDENSATE	ABOVE FRONT CONTROL PANEL	X		BALL VALVE LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

Notify affected employees and make sure no one is operating the machine

Procedure: ELECTRIC - TURN OFF BREAKER ,APPLY LOTO LOCK ,HASP

GAS- TURN OFF BALL VALVE , APPLY DEVICE AND LOCK

STEAM- TURN OFF BALL VALVE , APPLY DEVICE AND LOCK

CONDENSATE- TURN OFF BALL VALVE , APPLY DEVICE AND LOCK

Lock type & location: ELECTRIC, GAS, STEAM, CONDENSATE -KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- PRESS START BUTTON

GAS- PRESS BURNER BUTTON

STEAM, CONDENSATE- PRESS STEAM BUTTON

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place and controls are in neutral.ELECTRIC- REMOVE LOTO LOCK TURN ON BREAKER AND PRESS START

Procedure: BUTTON

STEAM, CONDENSATE, GAS- REMOVE LOTO LOCK , DEVICE AND OPEN BALL VALVE

Energy source activated: ELECTRIC

STEAM

CONDENSATE

GAS

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: 600 LBS WASHER

Manufacturer: BRAUN

Model Number: 600NMTVP-3

Serial Number: * TM6002K15011SMD

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: WASHROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: TOUCH SCREEN AT RIGHT SIDE OF MACHINE

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	FRONT RIGHT OF MACHINE	X		KEYED LOTO LOCK , HASP
AIR	UPPER FRONT RIGHT OF MACHINE	X		BALL VALVE LOCK DEVICE
HOT WATER	LEFT SIDE ABOVE MACHINE	X		BUTTERFLY VALVE LOCK DEVICE

TEMPERED WATER	LEFT SIDE ABOVE MACHINE	X		BUTTERFLY VALVE LOCK DEVICE
RE-USE WATER	LEFT SIDE ABOVE MACHINE	X		BUTTERFLY VALVE LOCK DEVICE
STEAM	RIGHT SIDE ABOVE MACHINE	X		BALL VALVE LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

Notify affected employees and make sure no one is operating the machine

Procedure: ELECTRIC - SWITCH OFF DISCONNECT , APPLY LOTO LOCK , HASP

AIR - TURN OFF BALL VALVE , APPLY DEVICE AND LOCK

HOT, TEMPERED, RE-USE WATER - TURN OFF BUTTERFLY VALVE , APPLY DEVICE AND LOCK

STEAM - TURN OFF BALL VALVE , APPLY DEVICE AND LOCK

Lock type & location: ELECTRIC, AIR, STEAM, WATER - KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC - ATTEMPT TO OPERATE TOUCH SCREEN

AIR - CYCLE MANUAL DRAIN FUNCTION FROM TOUCH SCREEN

HOT, TEMPERED, RE-USE WATER - CYCLE MANUAL FUNCTION AT TOUCH SCREEN

STEAM - CYCLE MANUAL FUNCTION AT TOUCH SCREEN

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed. Ensure tools have been removed and guards back in place and controls are in neutral. ELECTRIC - REMOVE LOTO LOCK TURN ON DISCONNECT AND OPERATE

Procedure: TOUCH SCREEN

AIR - STEAM - HOT, TEMPERED, RE-USE WATER - REMOVE LOTO LOCK, DEVICE AND OPEN VALVE , CHECK FUNCTIONS BY MANUALLY CYCLING FROM TOUCH SCREEN

Energy source activated: ELECTRIC

AIR

HOT, TEMPERED, RE-USE WATER

STEAM

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procedures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: STACKER

Manufacturer: BRAUN

Model Number: LPS1

Serial Number: * ST9111485B

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: FINISH AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: CONVEYOR ADVANCE SWITCH ON REAR OF DISCHARGE CONVEYOR

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	PLUG UNDER MACHINE	X		LOTO LOCK, LOTO PLUG DEVICE

AIR	COUPLER UNDER MACHINE	X		LOTO LOCK, LOTO PLUG DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

Notify affected employees and make sure no one is operating the machine. ELECTRICAL- UNPLUG

Procedure: CORD AND APPLY DEVICE , LOTO LOCK

AIR- UNPLUG COUPLER AND APPLY DEVICE , LOTO LOCK

Lock type & location: ELECTRIC, AIR- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified?

ELECTRIC- ATTEMPT TO START AT FOLDER KEYPAD

AIR- CHECK PRESSURE GAUGE

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place
Procedure: and controls are in neutral. ELECTRIC- REMOVE LOTO LOCK , DEVICE PLUG IN AND

START AT FOLDER KEYPAD

AIR- REMOVE LOTO LOCK ,DEVICE

Energy source activated: _____

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the proccures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: TUNNEL WASHER

Manufacturer: BRAUN

Model Number: 130 BTW-10

Serial Number: * BTW1301092029R

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: WASHROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls:

ON ,OFF BUTTONS ; RUN/STANDBY SWITCH ; WETOUT BUTTON

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	BREAKER PANEL BEHIND UNLOAD CONVEYOR	X		LOTO LOCK, BREAKER DEVICE

AIR	RIGHT OF FRONT PANEL	X		BALL VALVE LOCK DEVICE
TEMPERED WATER	REAR OF TUNNEL	X		GATE VALVE LOCK DEVICE
STEAM	MIDDLE OF TUNNEL	X		GATE VALVE LOCK DEVICE

Note: You mad add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.
For stored energy, be specific about how energy will be dissipated or retrained.

Procedure: Notify affected employees and make sure no one is operating the machine.

ELECTRIC- SWITCH OFF BREAKER APPLY DEVICE AND LOCK

AIR, TEMPERED WATER- TURN OFF BALL VALVE , APPLY DEVICE AND LOCK

STEAM- TURN OFF GATE VALVE , APPLY DEVICE AND LOCK

Lock type & location: ELECTRIC, AIR,TEMPERD WATER, STEAM - KEYED LOTO LOCK. LOTO KIT IN MAINT. MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- PRESS ON BUTTON THEN TURN ON RUN SWITCH . AIR- CHECK PRESSURE GAUGE . REMOVE HOSE IF NEEDED

STEAM- PRESS ON BUTTON THEN TURN ON RUN SWITCH , WATCH STEAM VALVE ACTUATE

TEMPERED WATER- PRESS ON BUTTON THEN TURN ON RUN SWITCH WATCH FILL VALVE ACTUATE

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place and controls are in neutral. ELECTRIC- REMOVE LOTO LOCK , DEVICE TURN ON BREAKER ,PRESS

Procedure: ON BUTTON THEN TURN ON RUN SWITCH .

AIR- REMOVE LOTO LOCK ,DEVICE AND TURN OPEN VALVE CHECK PRESSURE GAUGE

TEMPERED WATER- REMOVE LOTO LOCK, DEVICE AND OPEN VALVE . TURN ON TUNNEL AND WATCH

VALVE ACTUATE .

Energy source activated: ELECTRIC

AIR

STEAM, TEMPERED WATER

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES

Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: 400 LBS. DRYER

Manufacturer: CLM

Model Number: 400 GLA

Serial Number: * 980903

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: FISNISH AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: _____

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRICAL	ELECTRIC ROOM	X		LOTO LOCK, HASP

AIR	RIGHT SIDE OF DRYER	X		BALL VALVE LOCK DEVICE
GAS	RIGHT SIDE OF DRYER	X		BALL VALVE LOCK DEVICE
FIRE SUPPRESSION WATER	RIGHT SIDE OF DRYER	X		BALL VALVE LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

Notify affected employees and make sure no one is operating the machine

Procedure: ELECTRICAL- PULL OUT FUSE BLOCK ,APPLY LOTO LOCK ,HASP

AIR,GAS, FIRE SUPPRESSION WATER- TURN OFF BALL VALVE, APPLY DEVICE AND LOCK

Lock type & location: ELECTRIC, GAS, AIR, FIRE SUPPRESSION WATER- KEYED LOTO LOCK . LOTO
KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT TO START AT FRONT PANEL.

AIR - BLEED AIR FROM TANK ON DRYER . GAS- ATTEMPT HEAT PROGRAM FROM FRONT PANEL.

FIRE SUPPRESSION WATER- OPEN BYPASS CHECK FOR FLOW

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place and controls are in neutral. ELECTRIC- REMOVE LOTO LOCK PUSH IN FUSE BLOCK AND CHECK

Procedure: FRONT PANEL.

AIR-REMOVE LOTO LOCK, DEVICE , OPEN VALVE ,ACTIVATE TILT FUNCTION FROM FRONT PANEL

GAS- REMOVE LOTO LOCK, DEVICE ; OPEN VALVE ,START HEAT PROGRAM FROM FRONT PANEL .

FIRE SUPPRESSION WATER- REMOVE LOTO LOCK, DEVICE AND OPEN VALVE START HEAT PROGRAM

Energy source activated: ELECTRIC ,AIR , GAS , FIRE SUPPRESSION WATER

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINT. SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

 Certified by

 Date

 Certified by

 Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: PONY WASHER

Manufacturer: UNIMAC

Model Number: UWN065K2MXU4D01

Serial Number: * 1410039228

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: WASHROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: KEYPAD ON FRONT PANEL

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	BEHIND MACHINE	X		KEYED LOTO LOCK , HASP
HOT WATER	WEST WALL OF MACHINE	X		BALL VALVE LOCK DEVICE

TEMPERED WATER	WEST WALL OF MACHINE	X		BALL VALVE LOCK DEVICE
STEAM	BEHIND MACHINE	X		BALL VALVE LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

Notify affected employees and make sure no one is operating the machine

Procedure: ELECTRIC- SWITCH OFF DISCONNECT ,APPLY LOTO LOCK ,HASP

HOT WATER- TURN OFF BALL VALVE, APPLY DEVICE AND LOCK

TEMPERED WATER- TURN OFF BALL VALVE, APPLY DEVICE AND LOCK

STEAM- TURN OFF BALL VALVE, APPLY DEVICE AND LOCK

Lock type & location: ELECTRIC, STEAM, CONDENSATE, GAS- KEYED LOTO LOCK . LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT TO START AT KEYPAD

HOT, TEMPERED WATER- START MACHINE AT KEYPAD WITH FORMULA WITH HOT,TEMPERED WATER

STEAM- START MACHINE AT KEYPAD WITH FORMULA WITH STEAM

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place and controls are in neutral.ELECTRIC- REMOVE LOTO LOCK DEVICE ,TURN ON DISCONNECT AND

Procedure: OPERATE KEYPAD

HOT, TEMPERED WATER- REMOVE LOTO LOCK, DEVICE AND OPEN VALVE . CHECK FUNCTIONS BY STARTING FORMULA

STEAM-REMOVE LOTO LOCK, DEVICE AND OPEN VALVE . CHECK FUNCTIONS BY STARTING FORMULA

Energy source activated: ELECTRIC

STEAM

TEMPERED, HOT WATER

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

 Certified by

 Date

 Certified by

 Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: IRONER #2

Manufacturer: CHICAGO

Model Number: CENTII52 ST

Serial Number: * 65689 4/20

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: FISNISH AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: _____

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRICAL	DISCONNECT ON RIGHT SIDE WALL	X		KEYED LOTO LOCK, HASP

AIR	LEFT REAR OF MACHINE	X		BALL VALVE LOCK DEVICE
STEAM	LEFT REAR OF MACHINE	X		BALL VALVE LOCK DEVICE
CONDENSATE	LEFT REAR OF MACHINE	X		BALL VALVE LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

Notify affected employees and make sure no one is operating the machine

Procedure: ELECTRICAL- SWITCH OFF DISCONNECT ,APPLY LOTO LOCK ,HASP

AIR,STEAM,CONDENSATE-TURN OFF BALL VALVE APPLY LOCK AND DEVICE

Lock type & location: ELECTRIC,AIR,STEAM,CONDENSATE- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT TO PRESS START BUTTON.

AIR,STEAM,CONDENSATE- CHECK GAUGES

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place

Procedure: and controls are in neutral.ELECTRIC- REMOVE LOTO LOCK, DEVICE AND TURN ON DISCONNECT.

AIR- REMOVE LOTO LOCK, DEVICE AND OPEN BALL VALVE

STEAM, CONDENSATE- REMOVE LOTO LOCK ,DEVICE AND OPEN BALL VALVE SLOWLY

Energy source activated: ELECTRIC , AIR, STEAM, CONDENSATE

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISOR	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

 Certified by

 Date

 Certified by

 Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: PONY DRYERS

Manufacturer: B & C

Model Number: DE-170-MR-23-NOIILSO-ABA

Serial Number: * #1 005989 #2 006467

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: FISNISH AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: BRAUN MASTER STATION

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRICAL	MAIN CONTROL PANEL	X		LOTO LOCK, HASP

GAS				

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRICAL- PULL DOWN DISCONNECT ,APPLY LOTO LOCK ,HASP

Lock type & location: ELECTRIC, GAS- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT STARTING AT DRYER KEYPAD

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place

Procedure: and controls are in neutral.

Energy source activated: ELECTRIC

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISOR	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

 Certified by

 Date

 Certified by

 Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: TUNNEL PRESS

Manufacturer: BRAUN

Model Number: 130BPE

Serial Number: * BPE1302K50014R

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: DRYER AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: BRAUN MASTER STATION

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRICAL	MAIN CONTROL PANEL	X		LOTO LOCK, HASP

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRICAL- SWITCH OFF DISCONNECT ,APPLY LOTO LOCK ,HASP

Lock type & location: ELECTRIC, AIR,TEMPERED WATER,STEAM- KEYED LOTO LOCK. LOTO KIT IN MAINT. MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT STARTING AT BRAUN MASTER STATION

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place

Procedure: and controls are in neutral.

Energy source activated: ELECTRIC

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: GRAVITATION STORED ENERGY; USE PAD EYES WITH ON RAM SECURE

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

 Certified by

 Date

 Certified by

 Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: IRONER #1

Manufacturer: BRAUN

Model Number: 2S32

Serial Number: * 2S320997521

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: FINISH AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: _____

START BUTTON AT LEFT CONTROL PANEL

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	

ELECTRICAL	DISCONNECT ON LEFT SIDE OF MACHINE	X		KEYED LOTO LOCK, HASP
AIR	LEFT REAR OF MACHINE	X		BALL VALVE LOCK DEVICE
STEAM	LEFT REAR OF MACHINE	X		BALL VALVE LOCK DEVICE
CONDENSATE	LEFT REAR OF MACHINE	X		BALL VALVE LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRICAL- SWITCH OFF DISCONNECT ,APPLY LOTO LOCK ,HASP

AIR,STEAM,CONDENSATE-TURN OFF BALL VALVE APPLY LOCK AND DEVICE

Lock type & location: ELECTRIC,AIR,STEAM,CONDENSATE- KEYED LOTO LOCK. LOTO KIT IN MAINT DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT TO PRESS START BUTTON.
AIR,STEAM,CONDENSATE- CHECK GAUGES

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place

Procedure: and controls are in neutral. ELECTRIC- REMOVE LOTO LOCK, DEVICE AND TURN ON DISCONNECT.

AIR- REMOVE LOTO LOCK, DEVICE AND OPEN BALL VALVE

STEAM, CONDENSATE- REMOVE LOTO LOCK ,DEVICE AND OPEN BALL VALVE SLOWLY

Energy source activated: ELECTRIC , AIR, STEAM, CONDENSATE

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title

OPERATORS, LEADS, SUPERVISOR	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

 Certified by

 Date

 Certified by

 Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: UNLOAD CONVEYOR

Manufacturer: BRAUN

Model Number: U/L CONVEYOR CONTROL

Serial Number: * GCBL2K9036

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: DRYER AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: BRAUN MASTER STATION

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRICAL	MAIN CONTROL PANEL	X		LOTO LOCK, HASP

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRICAL- SWITCH OFF DISCONNECT ,APPLY LOTO LOCK ,HASP

Lock type & location: ELECTRIC, - KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT STARTING AT BRAUN MASTER STATION

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place

Procedure: and controls are in neutral.

Energy source activated: ELECTRIC

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

 Certified by

 Date

 Certified by

 Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: SHUTTLE

Manufacturer: BRAUN

Model Number: SHNK-135X2

Serial Number: * SHF1352K9011

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: DRYER AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: BRAUN MASTER STATION

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRICAL	MAIN CONTROL PANEL	X		LOTO LOCK, HASP

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRICAL- SWITCH OFF DISCONNECT ,APPLY LOTO LOCK ,HASP

Lock type & location: ELECTRIC- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT STARTING AT BRAUN MASTER STATION

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place

Procedure: and controls are in neutral.

Energy source activated: ELECTRIC

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

 Certified by

 Date

 Certified by

 Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: 250 DRYER

Manufacturer: BRAUN

Model Number: 250PT-NGF

Serial Number: * #1 PT2502K9058 #2 PT2502K9059 #3 PT2502K9057 #4 PT2502K11070

Location of Equipment: DRYER AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: BRAUN MASTER STATION . KEY PAD AT MAIN FRONT

PANEL OF MACHINE .

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	FRONT RIGHT OF MACHINE	X		KEYED LOTO LOCK , HASP
GAS	TOP RIGHT OF MACHINE	X		BALL VALVE LOCK DEVICE
AIR	TOP RIGHT OF MACHINE	X		BALL VALVE LOCK DEVICE

FIRE SUPPRESSION WATER	ABOVE DRYER #3 #4 BEHIND CLM DRYER	X		BALL VALVE LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRIC -SWITCH OFF DISCONNECT ,APPLY LOTO LOCK ,HASP

GAS- TURN OFF BALL VALVE , APPLY DEVICE AND LOCK

AIR-TURN OFF BALL VALVE , APPLY DEVICE AND LOCK

FIRE SUPPRESSION WATER- TURN OFF BALL VALVE , APPLY DEVICE AND LOCK

Lock type & location: ELECTRIC,AIR,GAS, FIRE SUPPRESSION WATER -KEYED LOTO LOCK. LOTO KIT
MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT TO OPERATE KEYPAD

AIR- ATTEMPT TILT OPERATION AT KEY PAD

GAS- ATTEMPT HEAT PROGRAM AT KEY PAD

FIRE SUPPRESSION WATER- OPEN BYPASS CHECK FOR FLOW

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place and controls are in neutral.ELECTRIC- REMOVE LOTO LOCK ,TURN ON DISCONNECT AND OPERATE

Procedure: KEYPAD

AIR, GAS, FIRE SUPPRESSION WATER- REMOVE LOTO LOCK, DEVICE AND OPEN BALL VALVE ,OPERATE

AT KEYPAD

Energy source activated: _____

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

 Certified by

 Date

 Certified by

 Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: BOILER #1

Manufacturer: PARKER

NATIONAL BOARD NUMBER : 60969

Model Number: 105-115

Serial Number: * SALES ORDER 966478

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: BOILER ROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: BOILER CONTROL, MAIN BURNER, COMPOUND

FEEDER - ON OFF SWITCH.

PUMP SELECTOR- ON OFF SWITCH

ABOVE ALL ON BOILER MAIN CONTROL PANEL

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	ON EAST WALL	X		KEYED LOTO LOCK , HASP
STEAM	LEFT SIDE ABOVE BOILER	X		CHAIN GATE VALVE
WATER	REAR OF BOILER	X		BALL VALVE DEVICE
SURFACE BLOW	REAR OF BOILER	X		BALL VALVE DEVICE
GAS	LEFT SIDE LOWER OF BOILER	X		BALL VALVE DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

Notify affected employees and make sure no one is operating the machine

Procedure: ELECTRIC- TURN OFF DISCONNECT , APPLY LOCK ,HASP

STEAM- TURN OFF GATE VALVE , APPLY CHAIN AND LOCK.

GAS,WATER, SURFACE BLOW- TURN OFF BALL VALVE ,APPLY DEVICE AND LOCK

Lock type & location: ELECTRIC, STEAM, WATER, SURFACE BLOW, GAS- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT TO SWITCH ON BOILER CONTROL SWITCH. GAS- ATTEMPT TO SWITCH ON BOILER CHECK IGNITION. WATER- ATTEMPT TO FILL WITH ELECTRIC OFF. SURFACE BLOW- OPEN BALL VALVE AT TESTING POINT SLOWLY.

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place and controls are in neutral.ELECTRIC- REMOVE LOTO LOCK , TURN ON DISCONNECT AND SWITCH

Procedure: ON CONTROL

SWITCH. WATER, STEAM SURFACE BLOW, GAS- REMOVE LOTO LOCK, DEVICE AND OPEN VALVE .

CHECK FUNCTIONS BY SWITCHING BOILER ON .

Energy source activated: ELECTRIC . GAS. SURFACE BLOW. WATER. STEAM .

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: TYING MACHINE

Manufacturer: BUNN

Model Number: BUNN

Serial Number: * #1 90507 #2 90648 #3 90508

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: FINISH AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: on/off switch front right

foot pedal front lower

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	ELECTRIC PLUG REAR OF MACHINE	X		LOTO PLUG DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRIC- UNPLUG, APPLY DEVICE AND LOTO LOCK

Lock type & location: ELECTRIC- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT TO START AT FOOT PEDAL

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place
Procedure: and controls are in neutral.

ELECTRIC- REMOVE LOTO LOCK , DEVICE AND PLUG IN

Energy source activated: ELECTRIC

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: WRAPPER MACHINE

Manufacturer: WRAPPER

Model Number: _____

Serial Number: * #1 #2 #3

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: FINISH AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: _____

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	ELECTRIC PLUG SIDE OF MACHINE	X		LOTO PLUG DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRIC- UNPLUG, APPLY DEVICE AND LOTO LOCK

Lock type & location: ELECTRIC- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? CHECK THAT IT IS NO LONGER HEATING

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place
Procedure: and controls are in neutral.

ELECTRIC- REMOVE LOTO LOCK , DEVICE AND PLUG IN

Energy source activated: ELECTRIC

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: wait approximately 15 minutes to cool down

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: ETECH SOIL SORT CONVEYOR

Manufacturer: ETECH

Model Number: MS251

Serial Number: * MS251

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: SOIL ROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: START AND STOP BUTTON ON FRONT FRAME OF
CONVEYOR .

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	PANEL F NEAR ROLLUP DOOR	X		BREAKER LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRIC- TURN OFF BREAKER 16,18,20 APPLY LOTO DEVICE AND LOCK

Lock type & location: ELECTRIC- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT TO OPERATE AT START BUTTON

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place
Procedure: and controls are in neutral.

ELECTRIC- REMOVE LOTO LOCK ,DEVICE AND SWITCH ON BREAKER.

Energy source activated: ELECTRIC

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: ETECH LIFT CLEAN

Manufacturer: ETECH

Model Number: CB311

Serial Number: * CB311

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: FINISH ROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: _____

PENDANT SWITCH, BUTTONS UP/DOWN ,ESTOP

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	WASHROOM PANEL A RIGHT OF ROLLUP DOOR	X		BREAKER LOCK DEVICE
AIR	ABOVE THE LIFT	X		BALL VALVE LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRIC- SWITCH OFF BREAKER 27 AND APPLY LOTO DEVICE AND LOCK

AIR- CLOSE BALL VALVE AND APPLY LOTO DEVICE AND LOCK

Lock type & location: ELECTRIC, AIR- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified?

ELECTRIC- ATTEMPT TO OPERATE PENDANT SWITCH

AIR- BLEED AIR AT 1/4 INCH PUSH HOSE .

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place
Procedure: and controls are in neutral.

ELECTRIC- REMOVE LOTO LOCK, DEVICE AND TURN ON BREAKER SWITCH .

AIR- REMOVE LOTO LOCK ,DEVICE AND OPEN BALL VALVE

Energy source activated: ELECTRIC

AIR

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: ETECH INPUT LIFT SOIL

Manufacturer: ETECH

Model Number: CB211

Serial Number: * CB211

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: WASH ROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: _____

PENDANT SWITCH, BUTTONS UP/DOWN , COMPUTER KEYPAD, ESTOP

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?	Type of Lock, Device or block
---------------	----------	-----------	-------------------------------

Energy source	LOCATION	YES	NO	needed
ELECTRIC	WASHROOM PANEL A RIGHT OF ROLLUP DOOR	X		BREAKER LOCK DEVICE
AIR	ABOVE AND LEFT OF LIFT	X		BALL VALVE LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRIC- SWITCH OFF BREAKER 27 AND APPLY LOTO DEVICE AND LOCK

AIR- CLOSE BALL VALVE AND APPLY LOTO DEVICE AND LOCK

Lock type & location: ELECTRIC, AIR- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified?

ELECTRIC- ATTEMPT TO OPERATE PENDANT SWITCH

AIR- BLEED AIR AT 1/4 INCH PUSH HOSE .

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place
Procedure: and controls are in neutral.

ELECTRIC- REMOVE LOTO LOCK, DEVICE AND TURN ON BREAKER SWITCH .

AIR- REMOVE LOTO LOCK ,DEVICE AND OPEN BALL VALVE

Energy source activated: ELECTRIC

AIR

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the proccures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: WATER HEATER

Manufacturer: LUDELL

Model Number: DCWH1900

Serial Number: * J5349C

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: BOILER ROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: PUMP SWITCH- hand off auto

POWER SWITCH- off on ALARM SWITCH- silent active

BURNER SWITCH- burner auto burner off

ABOVE ALL LOCATED ON LUDEEL MAIN CONTROL PANEL

FIRE EYE CONTROL SWITCH- off on LOCATED ON FIRE EYE BURNER CONTROL PANEL

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC		X		KEYED LOTO LOCK, HASP

Note: You mad add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: _____

Lock type & location: ELECTRIC- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? _____

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place
Procedure: and controls are in neutral.

Energy source activated: _____

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must

also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: ETECH CART LIFT

Manufacturer: ETECH

Model Number: MS271

Serial Number: * E-2201

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: SOIL ROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: FOOT PEDALS FOR TILTING LIFT ,UNDER DUMP TABLE

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	

ELECTRIC	PANEL F NEAR ROLLUP DOOR	X		BREAKER LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRIC- TURN OFF BREAKER 16,18,20 APPLY LOTO DEVICE AND LOCK

Lock type & location: ELECTRIC- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT TO OPERATE AT FOOT PEDAL

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place
Procedure: and controls are in neutral.

ELECTRIC- REMOVE LOTO LOCK ,DEVICE AND SWITCH ON BREAKER.

Energy source activated: ELECTRIC

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: AIR TANK MAIN

Manufacturer: BRUNNER ENG.

Model Number: SH227

PART NUMBER : 0257 YEAR 1991

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: DRYER AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: _____

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	

AIR IN AND OUT	TOP TANK , SAME FOR BOTH	X		BALL VALVE LOCK DEVICE

Note: You mad add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: AIR IN AND OUT - TURN OFF BALL VALVE APPLY LOCK AND DEVICE

Lock type & location: AIR- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? AIR IN AND OUT- BLEED OUT AIR WITH AIR HOSE

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place
Procedure: and controls are in neutral.

AIR IN AND OUT- REMOVE LOTO LOCK, DEVICE AND OPEN BALL VALVE

Energy source activated: AIR IN AND OUT

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: DRYERS AIR TANK

Manufacturer: BRAUN

Model Number: CRNL4034.5C

PART NUMBER : A10033 YEAR 2009

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: DRYER AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: REGULATOR TOP LEFT

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
AIR IN	TOP MIDDLE	X		BALL VALVE LOCK DEVICE

AIR OUT	TOP LEFT		X	TURN COUNTER CLOCKWISE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: AIR IN- TURN OFF BALL VALVE, APPLY DEVICE AND LOCK

AIR OUT- TURN REGULATOR COUNTER CLOCKWISE

Lock type & location: AIR IN AND OUT - KEYED LOTO LOCK, LOTO KIT IN MAINT DEPT.

How will de-energized state be verified? AIR IN- BLEED WITH AIR HOSE

AIR OUT- CHECK GAUGE

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place and controls :

Check the area that no one is exposed . Ensure tools have been removed and guards back in place and controls are in neutral. AIR IN AND OUT- REMOVE LOTO LOCK , DEVICE AND OPEN BALL

Procedure: VALVE

Energy source activated: AIR IN AND OUT

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES

Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

are in neutral

Lockout / Tag out Procedure

Machine Identification

General Description: MASTER STATION

Manufacturer: BRAUN

Model Number: MASTER STATION

Serial Number: * MC12K9086

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: DRYER AREA

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: COMPUTER MOUSE AND KEYBOARD

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored

energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	RIGHT SIDE OF MACHINE	X		KEYED LOTO LOCK, HASP

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific.

For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRIC- TURN OFF DISCONNECT APPLY LOCK,HASP

Lock type & location: ELECTRIC- KEYED LOTO LOCK . LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ATTEMPT TO USE MOUSE AND KEYPAD .

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place and controls are in neutral. ELECTRIC- REMOVE LOTO LOCK, TURN ON DISCONNECTED AND

Procedure: MONITOR COMPUTER LOADING UP ON MONITOR SCREEN

Energy source activated: ELECTRIC

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procsures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: TRI PUMPS

Manufacturer: TEA

Model Number: TPSWAB

Serial Number: * #1 TEMPERED #2 SPARE #3 HOT

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: BOILER ROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: TOGGLE ON /OFF SWITCH ON ELECTRICAL PANEL

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	

ELECTRIC	ELECTRIC ROOM	X		KEYED LOTO LOCK, HASP
WATER IN	SUCTION BOTTOM PIPE	X		BUTTERFLY VALVE LOCK DEVICE
WATER OUT	DISCHARGE ABOVE PUMP	X		BUTTERFLY VALVE LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRIC- PULL OUT FUSE BLOCK ,APPLY LOTO LOCK, HASP

WATER IN, WATER OUT- CLOSE BUTTERFLY VALVE, APPLY DEVICE AND LOCK .

Lock type & location: ELECTRIC, WATER IN,OUT- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT TO TURN ON AT TOGGLE SWITCH.

WATER IN,WATER OUT- BLEED WATER AT SEAL TUBING .

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place
Procedure: and controls are in neutral. ELECTRIC- REMOVE LOTO LOCK AND PLUG IN FUSE

BLOCK. TURN ON AT TOGGLE SWITCH .

WATER IN, WATER OUT- REMOVE LOTO LOCK , DEVICE AND OPEN BUTTERFLY VALVE . BLEED WATER

AT SEAL TUBING .

Energy source activated: ELECTRIC

WATER IN

WATER OUT

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

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Lockout / Tag out Procedure

Machine Identification

General Description: WATER SOFTENERS

Manufacturer: CULLIGAN

Model Number: HI-FLO 3E

Serial Number: * #1 2900-1 #2 2900-2 #3 2900-3 #4 2900-4

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: BOILER ROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: PROGRAM KEYPAD

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	
ELECTRIC	BEHIND MACHINE	X		LOTO LOCK, LOTO PLUG DEVICE
FRESH WATER IN	BEHIND MACHINE HEAD	X		BUTTERFLY VALVE LOCK DEVICE
SOFT WATER OUT	RIGHT OF MACHINE HEAD	X		BUTTERFLY VALVE LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRIC- UNPLUG , APPLY DEVICE AND LOTO LOCK .

FRESH WATER IN ,SOFT WATER OUT- CLOSE BUTTERFLY VALVE, APPLY DEVICE AND LOCK .

Lock type & location: ELECTRIC, FRESH IN, FRESH OUT- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- VIEW FOR OPERATING LIGHTS ON KEYPAD.

FRESH WATER IN- BLEED WATER AT SPIGOT

SOFT WATER OUT- BLEED WATER AT SPIGOT

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place
Procedure: and controls are in neutral .ELECTRIC- REMOVE LOTO LOCK ,DEVICE AND PLUG IN.

FRESH WATER IN, SOFT WATER OUT-REMOVE LOTO LOCK ,DEVICE AND OPEN BUTTERFLY VALVE

CHECK FLOW AT SPIGOT

Energy source activated: ELECTRIC

FRESH WATER IN

SOFT WATER OUT

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.

Lockout / Tag out Procedure

Machine Identification

General Description: YELLOW AIR COMPRESSOR

Manufacturer: KAESER

Model Number: AS30T
PART NUMBER : 1009321

Serial Number: * 1141

* If more than one piece of same equipment, list all serial numbers.

Location of Equipment: SOIL ROOM

Note: You may add images of the equipment here.

Operator Controls

The types of controls available to the operator need to be determined. This should help identify energy sources and lockout capacity for the equipment.

List types and location of operator controls: GREEN ON BUTTON ON KEYPAD

Energy Sources

The energy sources, such as electrical, steam, hydraulic, pneumatic, natural gas, stored energy etc) present on this equipment are:

Energy Source	Location	Lockable?		Type of Lock, Device or block needed
		YES	NO	

ELECTRIC	BEHIND MACHINE	X		KEYED LOTO LOCK, HASP
AIR	LOWER LEFT OF MACHINE TANK	X		BALL VALVE LOCK DEVICE

Note: You may add images of the energy sources **BEFORE** being disconnected here.

Note: You may add images of the LOCKED/BLOCKED energy sources **AFTER** being disconnected here.

Shutdown Procedures

List steps in the order necessary to shut down and de-energize the equipment. Be specific. For stored energy, be specific about how energy will be dissipated or retrained.

NOTIFY AFFECTED EMPLOYEES AND MAKE SURE NO ONE IS OPERATING THE MACHINE

Procedure: ELECTRIC- TURN OFF DISCONNECT AND APPLY HASP , LOTO LOCK

AIR- TURN OFF BALL VALVE AND APPLY DEVICE AND LOCK

Lock type & location: ELECTRIC,AIR- KEYED LOTO LOCK. LOTO KIT IN MAINT. DEPT.

How will de-energized state be verified? ELECTRIC- ATTEMPT TO START AT KEYPAD
AIR- OPEN DRAIN VALVE BELOW TANK

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE:

Note: You may add images of the methods to verify energy isolation here.

Start up Procedures

List the steps in order necessary to reactivate (energize) the equipment. Be specific.

Check the area that no one is exposed . Ensure tools have been removed and guards back in place
Procedure: and controls are in neutral ELECTRIC- REMOVE LOCK , HASP TURN ON DISCONNECT.

AIR- REMOVE LOCK, DEVICE AND OPEN AIR VALVE .

Energy source activated: ELECTRIC ,AIR

NOTIFY ALL AFFECTED EMPLOYEES WHEN THIS PROCEDURE IS IN USE.

Procedures for Operations and Service/Maintenance

List operations where the procures above **do not** apply. Alternate measures which provide effective protection must be developed for these operations. Job Safety Analysis is one of determining appropriate measures.

Operation Name: _____

Affected and Authorized Employees

List each person affected by this procedure and those authorized to use it.

AFFECTED EMPLOYEES	
Name	Job Title
OPERATORS, LEADS, SUPERVISORS	

AUTHORIZED EMPLOYEES	
Name	Job Title
JOSEPH LOCOCO	MAINTENANCE SUPERVISOR
GUILLERMO ESTRELLA	MAINTENANCE

Certified by

Date

Certified by

Date

Note: Specific procedures must be inspected annually for effectiveness. These procedures must also be certified annually by the employer.