

# Specific Procedures for Your Equipment

This is an outline based on what OSHA suggests a typical procedure might contain. Fill in the blanks with information about the equipment you use.

1. Name and location of equipment

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2. Type(s) and magnitude(s) of energy and hazards

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3. Name(s) /job title(s) of employees authorized to lock out or tag out

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4. Name(s)/job title(s) affected employees and how to notify them

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5. Type(s) and location of energy isolating means (switches, valves, etc.)

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6. Type(s) of stored energy and methods used to dissipate or restrain

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7. Method(s) selected for lockout (i.e., locks tags, additional safety measures, etc.)

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8. Type(s) of equipment checked to ensure disconnections

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9. Name(s)/job title(s) of employees authorized for group lockout or tagout

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