



**UNIVERSITY OF ROCHESTER**  
**ENVIRONMENTAL HEALTH & SAFETY**

<b>Policy No.: OS002</b>	<b>Approved by: Michael Liberty</b>
<b>Title: Control of Hazardous Energy (Lockout/Tag out)</b>	<b>Date: 10/24/19</b>
<b>Revision No.: 4</b>	<b>Page 18 of 21</b>
<b>Prepared by: Chris Widmer</b>	

**Step 2: Notify Others** (*List all personnel who must be notified prior to equipment shutdown.*)

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**Step 3: Shutdown Equipment** (*List normal stopping procedures for equipment*)

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**Step 4: Isolate Equipment** (*List procedures for disconnecting each energy source*)

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**Step 5: Lockout/Tagout the Equipment** (*Control methods are to be noted in "Step 1" of form*)

- Attach lock(s) and tag(s) to each energy isolation device.
- Ensure all tags indicate name of lock holder and date applied.

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<b>Step 6: Release or Block Stored Energy</b> <i>(List procedures for dissipating stored energy)</i>

<b>Step 7: Verify Isolation</b> <i>(List procedures for attempting restart or otherwise ensuring effectiveness of LOTO)</i>

<b>Step 8: Perform Required Servicing</b>
- During completion of work, avoid taking any action that could potentially reactivate the equipment.

<b>Step 9: Release from Lockout/Tagout</b>
- Remove all locks, tags, and lockout devices. - Remove all tools from the work area. - Replace all equipment guards. - Notify all affected & other employees of impending energization. - Ensure area is clear prior to restart.