COMMUNITY COUNCIL  
Lock Out/ Tag Out Procedure

This procedure will apply to all facilities, process and job sites where work on installations, equipment, machines and other devices are being carried out where an electrical hazard is present.

If a tool, machine or piece of equipment requires servicing, or needs to be replace the following procedure must be following:

1. Place vehicle, machine, equipment or tool for repair away from regular stock or fleet
2. Put the keys in a secure designated area
3. Fill out tag information and place on the steering wheel or obvious area on the machine, equipment or tool
4. Fill out repair work
5. Communicate with Maintenance team the repair needed and give them repair work order
6. Communicate to the work group that particular vehicle, machine, equipment or tool is no longer in service until further notice.

Lockout activity logs should be maintained showing:

* What was locked out
* Who locked it out
* When the lock out occurred
* When the lock was removed

Lock Out/ Tag Out Activity Log

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| --- | --- | --- | --- |
| Date Applied | Lock Out Location/Equipment | Person Applying Lock | Date Removed |
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