

**WAC 296-54-99003 Appendix 2—Sample minimum lockout/tagout procedure.** (Company Name) has established this lockout/tagout program to provide protection for employees performing maintenance or servicing of equipment.

Before any employee begins maintenance or servicing of equipment where the unexpected energizing, start up, or release of stored energy could cause injury, the equipment must be shut down, isolated from all potentially hazardous energy and locked or tagged out.

Employees must not start, attempt to start, energize or use equipment that has been locked or tagged out. Tags and/or padlocks will be provided for tagging and/or locking out machinery and will be durable enough to withstand the environment. Tags will contain a leg-end such as: "Do Not Start" or "Do Not Operate." When tagout is used, tags must be located in a position that will be obvious to anyone attempting to operate the machinery. In lockout, padlocks are commonly used to prevent access to ignition/master switches or battery disconnects.

Employees performing maintenance or servicing must determine which sources of hazardous energy must be disabled for a particular job. The following are examples of hazardous stored energy found on equipment:

1. Equipment
2. Hydraulic or pneumatic pressure
3. Mechanical (rotating saws, springs, shafts, gears, etc.)
4. Gravity (elevated blades, booms, grapples, saw heads, etc.)

**Sample lockout/tagout procedures**

The following steps must be followed for lockout/tagout:

1. Ensure that the brakes, swing locks, etc. are applied.
2. Place the transmission in the manufacturer's specified park position.
3. Lower or secure each moving element such as, but not limited to, blades, booms, grapples, buckets, saws, and shears to prevent a release of stored energy.
4. Shut down machinery, and ensure that a responsible person removes and keeps the ignition/master key.
5. Engage hydraulic safety locks when applicable.
6. Before working on hydraulic or air systems, relieve pressure by bleeding tanks or lines and operate controls to dissipate residual stored energy (pressure).
7. Place lockout and/or tagout device.

Before lockout or tagout devices are removed and machinery is started, inspect the work area to ensure all tools have been removed, guards are replaced, and employees are in the clear.

We will provide training to ensure that the purpose and function of the lockout/tagout program are understood by employees performing maintenance or repair of equipment.

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050, 49.17.060, and chapter 49.17 RCW. WSR 17-17-131, § 296-54-99003, filed 8/22/17, effective 10/22/17. Statutory Authority: RCW 49.17.010, [49.17].040 and [49.17].050. WSR 99-17-117, § 296-54-99003, filed 8/18/99, effective 12/1/99; Order 72-14, Figure 3 (codified as WAC 296-54-99003), filed 7/31/72, effective 9/1/72.]