




Duke University Facilities Management Department		Lockout-Tagout Procedure	
Revision #:		Equipment ID #:	
Revision Date:		Equipment Description:	
Revised By:		Facility/Location:	
Checked by:		Room #:	
Group LOTO Box #:		Please contact your supervisor or safety manager if you have any questions relating to this procedure prior to using	
<p style="text-align: center;"><b>This procedure should be considered current if attached to a Work Order or printed directly from G:\Safety\Safety Procedures\LOTO Procedures on the FMD server. Copies obtained from any other source(s) should not be used or should be verified that it is the current revision.</b></p>			
<p><b>INSERT PICTURES OF EQUIPMENT HERE</b></p>			

Lockout Steps			
Step	Energy Type (Magnitude as Applicable)	Action	Lock # (Optional)
1		Notify all affected personnel that the equipment is being serviced.	
			
			
4			
5			
6			

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<b>Lockout Steps Continued</b>			
Step	Energy Type (Magnitude as Applicable)	Action	Lock # (Optional)
7			
8			
9			

<b>Startup Procedure</b>			
Step	Energy Type (Magnitude as Applicable)	Action	Lock # (Optional)
S1		Ensure all tools and items are removed, and that all employees and contractors are safely located.	
S2			
S3			
S4			
S5			
S6			
S7			
S8			
S9			
S10		Notify all affected personnel that servicing is completed.	