Think, Plan, and Check.
• If you are in charge, think through the entire procedure.
• Identify all parts of any systems that need to be shut down.
• Determine what switches, equipment and people will be involved.
• Carefully plan how restarting will take place.

Communicate.
• Notify all those who need to know that a lockout tagout procedure is taking place.
• Identify all appropriate power sources, whether near or far from the job site.
• Include electrical circuits, hydraulic, an pneumatic systems, spring energy and gravity systems.

Neutralize all appropriate power at the source.
• Disconnect electricity.
• Block movable parts.
• Release or block spring energy.
• Drain or bleed hydraulic and pneumatic lines.
• Lower suspended parts to rest positions.

Lock out all power sources.
• Use a lock designed only for this purpose.
• Each worker should have a personal lock.

Tag out all power sources and machines.
• Tag machine controls, pressure lines, starter switches, and suspended parts.
• Tags should include your name, department, how to reach you, the date and time of tagging, and the reason for lockout.

Do a complete test.
• Double-check all the steps above.
• Do a personal check.
• Push start buttons, test circuits, and operate valves to test the system.

When it’s time to restart.
• After the job is completed, follow the safety procedures you have set up for restart, removing only your own locks and tags.
• With all workers safe and equipment ready, its time to turn on the power.