Lockout - Tagout (LOTO) Procedure:

1. **Equipment Service/Maintenance Required**
   - Setup
   - Adjustments
   - Repairs
   - Cleaning
   - Lubrication
   - Clearing a Jam

2. **Expect Startup or Release of Stored Energy?**
   - **Yes**
     - Use a Contractor?
       - **Yes**
         - GSD FM C&P includes LOTO requirement in contract
         - Contract Workers must follow OSHA LOTO requirements
         - C&P provides site & hazard information
       - **No**
     - **No**

3. **Must Bypass Safety Device?**
   - **Yes**
     - LOTO Required
   - **No**

4. **Can place any body part where can be caught in machinery?**
   - **No**
     - LOTO Not Required / Perform Work
   - **Yes**

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Lockout - Tagout (LOTO) Procedure:

1. Need to test or reposition equipment?
   - YES: Remove LOTO as required
     - Maintain as much LOTO as possible
   - NO: Conduct test or reposition equipment
     - Need to continue maintenance?
       - YES: Continue maintenance
       - NO: Proceed to next step

2. Shift change?
   - YES: Going-Off Crew briefs On-Coming Crew of job status
   - NO: On-Coming Crew installs LOTO
     - Going-Off Crew removes LOTO
     - Equipment ready for normal use

3. Residual energy build up?
   - YES: Control
   - NO: Work completed?
     - YES: Make equipment safe
       - Ensure reassembly completed
       - Remove all tools
       - Remove all blanks, blocks, supports, etc.
       - Notify Affected Employees
       - Remove LOTO
       - Re-energize equipment
     - NO: Proceed to next step

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