**Equipment Specific Lockout Procedure**

**Example Lockout Procedure for Maintenance on Dump Body Truck**

Machine or Equipment Type: All Fleet Dump Body Trucks

Location: Public Works Garage, Main St. Vehicle ID # 0085

Date Procedure Created 12/05/08 Verified by Guy Foreman Date 12/09/08

1. Notify all affected employees in the area:
2. Hang “Out of Service” Tag on the driver’s side door or on the steering wheel.

(Put your name, date, time and reason for lockout on the tag.)

1. Place dump in position needed for repair if need.
2. Shutdown Procedure:
	1. Put in “Park Gear” for automatic or “in gear” for Standard transmissions.
	2. Set “Park Brake”
	3. Turn engine “Off” remove ignition key.
	4. Release air pressure if equipped.
	5. See owner’s manual for special shutdown procedures for performing various tasks.
3. Isolation of Power Sources

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| Energy Type | Isolating Device | Location | Procedure |
| Mechanical Startup | Ignition Key | Inside Vehicle Cab | Turn key to “Off” position.  |
| Electrical | “Red” Battery Cable | Battery Compartment | Remove from battery terminal(s)and secure from accidental contactwith battery. |

1. Blocking of Potential Mechanical Energy

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| Hazard | Equipment Needed | Placement Safety Devices |
| Falling Body or Dump | Properly rated jacks, jackStands, blocking and dumpBody pins.  | For raising body use jacks and back up blocking.For dump body use 2 properly rated jack standsand dump body pins. **Check owner’s manual for****recommended jack ratings.** |
| Roll Away | Wheel Chocks | Set emergency brake and place chocks behind andin front of both left and right wheels. |

1. Bleeding of Potential Energy

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| Energy | Bleed Down Points | Procedure |
| Hydraulics | Bleed Valves | Wait until oil cools then bleed off line. Place oil in container and dispose of properly.  |
| Pneumatics | Bleed Valves | Open valve until pressure is relieved.  |

1. Verification Test

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| Lockout to Verify | Controls to try: | Process to verify Lockout  |
| Mechanical Startup | Ignition Key | Turn ignition key to the “Off” position remove from Ignition and place inside lockbox and **each employee** involved in the vehicle maintenance must put a personal lock on the lockout box. |
| Electrical | Lights/Elect poweredequipment | Check to see if the lights come on when switch isturned to the “On” position, the lights should notcome on.  |
| Falling Body or Dump | None | Check back up blocking for stress. If none,Primary jacks or pins are working to hold bodyin place. |
| Roll Away | None | Try to push vehicle, it should not move. |
| Hydraulics | Any hydraulic controls | Controls that were activated, the parts should notactivate. |
| Pneumatics | Any pneumatics controls | Controls that were activated, the parts should notactivate. |

**All controls must be returned to the “Off” position after the “Verification Test”**

**process.**