**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

|  |  |  |  |
| --- | --- | --- | --- |
| Energy Type | Isolating Device | Location | Procedure |
| Mechanical Start  up | 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 contact  with battery. |

1. Blocking of Potential Mechanical Energy

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

1. Bleeding of Potential Energy

|  |  |  |
| --- | --- | --- |
| 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

|  |  |  |
| --- | --- | --- |
| Lockout to Verify | Controls to try: | Process to verify Lockout |
| Mechanical Start  up | 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 powered  equipment | Check to see if the lights come on when switch is  turned to the “On” position, the lights should not  come on. |
| Falling Body or Dump | None | Check back up blocking for stress. If none,  Primary jacks or pins are working to hold body  in place. |
| Roll Away | None | Try to push vehicle, it should not move. |
| Hydraulics | Any hydraulic controls | Controls that were activated, the parts should not  activate. |
| Pneumatics | Any pneumatics controls | Controls that were activated, the parts should not  activate. |

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

**process.**