

# LOCK OUT TAG OUT PROCEDURES

## Turn Off Power

Turn the power off **immediately**.

**The person who applies** the lock and/or tag must remove it.

Perform a **thorough safety check**.

## Safety Check

Place tags in a **visible location** or at power source. Include:

- Name of authorized employee
- Reason machine is locked out
- Date of tag out

## Don't Remove Tag

**Never** remove a tag or lock unless you are authorized.

Report all unsafe conditions immediately

**Do not** try to perform maintenance on conveyors that have been locked out.

## Conveyor Safety

**Do not operate** locked out conveyors

W/S  
Work Smart  
Work Safe

