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## **LOCK OUT/TAG OUT PROCEDURE**

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| <b>Equipment ID</b>   | Cat2                   | <b>Registration #</b> | 36543R562     |
| <b>Description</b>    | Catapiller Excavator 2 | <b>VIN #</b>          | 49384T45621R4 |
| <b>Equipment Type</b> | Field equipment        | <b>Model #</b>        | 982852        |
|                       |                        | <b>Serial #</b>       | 7659585       |

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### **Introduction**

You, the operator, or a mechanic, may periodically perform maintenance or repairs on your excavator. While work is in progress, the excavator shall be shut down. All power sources must be turned off and, if possible, severed in order to eliminate the possibility that the excavator will be restarted by someone else or accidentally by yourself, while you or someone else is working on it.

### **Purpose**

This lock out/tag out procedure establishes the minimum requirements. It shall be used to isolate the excavator from all potentially hazardous energy, and to ensure that the machine is "locked out or tagged out" before anyone performs service or maintenance on it.

### **Responsibility**

You, as well as all other employees, shall comply with this lock out/tag out procedure. Only authorized employees (the owner of the excavator, equipment or machine, or an authorized mechanic) are authorized to perform lock out/tag out in accordance with this procedure.

### **Sequence Of Lock Out/Tag Out Procedures**

The following steps shall be performed in the sequence listed when the excavator is to be either locked-out or tagged-out, and each step must be performed by the authorized person performing the lock out/tag out.

1. Notify all employees who may be potentially affected by the repair or maintenance.
2. Ground the blade.
3. Set the parking brake.
4. Install a lock out/tag out device or tag and remove or disconnect all power sources.

### **Restoring Machines or Equipment to Service**

The excavator shall be returned to service and the lock out/tag out mechanisms removed only by the same authorized person who placed the lock out/tag out mechanisms. The following steps shall be taken.

1. The authorized person who performed the lock out/tag out procedure shall check the area around the excavator to ensure that no one is exposed to any hazard.
2. The authorized person who performed the lock out/ tag out of the excavator shall ensure that all guards have been reinstalled to their proper place.
3. The authorized person who performed the lock out/tag out of the excavator shall verify that all controls are in the neutral or "off" position.
4. Remove the lock out/tag out mechanisms or tags and re-energize the excavator .