

ENERGY CONTROL PROCEDURE

The following Energy Control Procedure should be used for the equipment listed below.

Date Written: 2-25-11 Date of Revisions: _____
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 Reviewing Personnel: _____ Date Reviewed: _____
 Approvals: _____ Date Approved: _____

EQUIPMENT DESCRIPTION

GENERAL DESCRIPTION: Drill Press
 MANUFACTURER: Le Land Gifford (BMC# 1039 & 1040)
 MODEL: 2LVS SERIAL NUMBER: 2LVS279
 MODEL: 2LVS SERIAL NUMBER: 2V-1S-26-218
 LOCATION: Tool Room

CONTROLS

The following Controls, including “start/stop” buttons, toggle switches, emergency stop button, shut-off valves, etc. have been identified for this equipment.

Description of Control	Location on Equipment
Start/stop foot switch	Lower front
Main disconnect	Ceiling bar joist

ENERGY SOURCES/ISOLATION DEVICES

The following Energy Sources and Energy Isolation Devices supporting this equipment have been identified.
 Energy Types: (CHECK ALL THOSE APPLICABLE)

Electrical	X
Pneumatic	
Hydraulic	
Steam	
Chemical	
Thermal	
“Stored” Energy	
Other	

Sources / Devices	Location	Type of Lock/Tag Needed
Twist lock plug	Ceiling	Cover, lock & tag
Disconnect	Ceiling	Std. padlock & tag

SHUTDOWN PROCEDURES

The steps listed below must be followed to properly shut down and de-energize this equipment. To verify the effectiveness of each step follow the instructions in the “Verification” column.

Lock-Out/Tag-Out

Procedure	Device used	How to verify
NOTIFY “AFFECTED” AND “OTHER” EMPLOYEES OF IMPENDING EQUIPMENT SHUTDOWN		
Unplug twist lock	Cover, lock & tag	try to turn on
Switch off	Std. padlock & tag	Try foot switch

RELEASE AND RESTART PROCEDURES

The steps listed below must be followed to properly release this equipment from a locked or tagged out condition and restart it.

Procedure	Location
Inspect work area and remove tools and other non-essential items.	
Inspect equipment and components to make sure it is intact and ready to run.	
Notify “affected” and “other” employees in the area of impending restart and make sure they are safely positioned away from the equipment	
Plug in twist lock	Ceiling
Unlock main turn on	Ceiling