

**SCHOOL DISTRICT
LOCK-OUT/TAG-OUT
LIST OF AUTHORIZED EMPLOYEES**

An authorized employee is a person who locks or tags out machines or equipment in order to perform servicing or maintenance.

The following personnel are authorized to perform lock-out/tag-out work:

1.

2.

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LOCK-OUT RESPONSIBILITY DOCUMENTATION

"Before servicing or repairing any machinery, or equipment, employees so authorized shall first completely disconnect and lock out the main power source. In addition to disconnecting and locking out the main power source, any auxiliary systems, such as secondary electrical, air, water steam, hydraulic or gas, must be disconnected or turned off. All pneumatic or hydraulic systems such as elevators, rams and cylinders which are supported or operated hydraulically or pneumatically, must be bled off, or blocked, so that they cannot operate or fall due to loss of hydraulic or pneumatic pressure. The main power source shall remain locked out and the auxiliary systems will be left turned off while repair and maintenance work is being performed, except as absolutely necessary to effect or test the repairs, or maintenance, and then only with extreme caution."

I certify that I have read the lock-out rule printed above and that I will observe it. I further understand that failure to follow this rule will lead to disciplinary action.

Date

Signature