



DURHAM DISTRICT SCHOOL BOARD

Quality education today - for tomorrow

Tools Required:

1 Lock:

1 Plug Box:

1 Tag:

TABLE ROUTER

(Wall Receptacle "Plug in" Type Unit)

Step 1: Notify all Affected Personnel

Step 2: Zero Energy Source

Step 3: Attach Lock and Danger Tags

Step 4: Verify Zero Energy

ZERO LOCK TRY

Unit must be locked out to perform all maintenance functions

IF LOCKOUT ENERGY CONTROL CANNOT BE PERFORMED/VERIFIED, DO NOT USE EQUIPMENT & NOTIFY FACILITY SERVICES



	Energy Source	Location	Perform Action	Verify
	 Electrical	E1 Electrical Plug/Receptacle 	1 – Turn OFF Machine using normal Operating Controls 2 – Remove plug from electrical receptacle	
	 Electrical	E2 Electrical Plug 	1 – Install Electrical Plug in Lockout Plug Box. 2 – Install Lock to Plug Box in the Closed Position 3 – Install Tag to Plug Box	 Activate the normal Operating Control Switch on Unit. Unit must NOT start Return E-Stop to off position
ZERO		LOCK		TRY

Normal Shutdown Procedure

Press the stop button on the Start panel. Visually & Audibly ensure that the unit is no longer in operation.



RELEASE FROM LOCKOUT: Ensure unit is in correct Operating Condition with all Guards and Safety Devices in place & correct working order. Remove Lockout Equipment & Tag
TEST UNIT IMMEDIATELY