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| Organization name | | Procedure No. |  |
| Equipment No. |  |
| Type of equipment |  |
| Date created |  | Approved by |  |
| Last updated |  | Officer in charge |  |

**Consult the manufacturer’s manual as needed when planning and performing certain tasks.**

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| **DESCRIPTION OF MOBILE EQUIPMENT** | | | |
| Make |  | Year |  |
| Model |  | Licence plate number |  |
| Maintenance shop |  |  |  |
| Location of devices to be operated for procedure (photos or illustrations) | | | |
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| **GENERAL INSTRUCTIONS** | | | | | | |
| MANDATORY  **PERSONAL**  **PROTECTIVE**  **EQUIPMENT** | Safety footwear | | Work gloves | | | Hard hat |
| Safety goggles | | Insulating gloves | | | Face shield |
|  | | | | | Other –  Specify: |
| **MATERIAL**  REQUIRED | Personal padlock | Wheel chocks | | | Steering wheel cover | |
| Hasp | Circuit tester | | | Valve covers | |
| Labels | Battery terminal covers | | | Blocking device/Stabilizer | |
| Serial padlock | Sign and its fastener | | | Other –  Specify: | |
| Lockout box | |  | | |  |
| ASSOCIATED  **PROCEDURES** | Road signs for roadside work | |  | Confined space entry | | |
| Battery terminal removal | |  | Other energy control form | | |
| Safety instructions for electric vehicle battery | |  | Biological contaminants | | |
|  | |  | Other – Specify: | | |

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| **STEPS FOR ENERGY CONTROL** | | |
| Tasks in question | | Steps to follow |
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| **INSTRUCTIONS** | | **ACCESSORIES** |
| **1** | Notify employees concerned about the work under way. | N/A |
| **2** | Park on stable, flat ground, whenever possible.  Put the transmission in the specified position.  Apply the parking brake. | N/A |
| **3** | Lower the equipment’s accessories to the ground or desired position. | N/A |
| **4** | Shut down the equipment.  Remove the key from the ignition, if applicable, and keep possession of it. | N/A |
| **5** | Place chocks under the wheels. |  |
| **6** | Chock or block any accessories that are not on the ground, as well as those  specified by the manufacturer (for example, articulated chassis). |  |
| **7** | Put up a sign (on the vehicle door or steering wheel, for instance) 1 sign  to indicate that work is in progress. | 1 sign and its fastener |
| **8** | Mark off the work area, in accordance with the procedure. |  |
| **9** | Padlock the battery master switch in the OFF position.  If there is no battery master switch, disconnect the battery terminals according to the established procedure, put terminal covers on them and lock them in place. | 1 hasp and  1 padlock or       terminal covers |
| **10** | Padlock the other isolating devices. |  |
| **11** | Neutralize residual energy sources not already taken care of. |  |
| **12** | Run a start-up test with the start button or ignition key.  In the case of a start button, lock the cab once the start-up test has been completed. | N/A |

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| **CONTINUITY OF WORK** |
| If the work cannot be completed by the end of the shift, **ensure a smooth transition with the next work crew** until  it has installed its own padlocks or proceed with the installation of padlocks belonging to the department, according  to the established procedure. Specify the procedure: |

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| **REMOVING PADLOCKS AND RETURNING TO SERVICE** | |
| **1** | Make sure the work is finished and the equipment is in working order. |
| **2** | Check that the safety devices that were removed (for example, guards) have been put back in place. |
| **3** | Check that all controls are in neutral. |
| **4** | Check that the work area around the equipment is clear and notify people concerned about the restart. |
| **5** | Remove lockout devices and other accessories, as necessary (chocks, jack stands, etc.). |
| **6** | Start up the mobile equipment and check that it is running properly. |

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