

Lockout/Tagout

Deenergizing Equipment

Handout

If you operate or use machinery or equipment to which lockout/tagout is applied or work is an area where lockout/tagout is performed, you need to understand the:

- Procedures involved in lockout/tagout
- Reasons for lockout/tagout
- Dangers involved when interfering with lockout/tagout

What is involved in the procedure?

The procedure contains steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy. An orderly shutdown must be used to avoid any additional or increased hazards when the equipment is stopped.



Each piece of equipment or machine needs its own lockout/tagout procedure, which contains the steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy.

The procedure also includes steps testing and verifying the effectiveness of the lockout/ tagout devices and other energy control measures.

The deenergizing procedure

Every power source has its own procedure for lockout. Lockout may be accomplished by pull-ing a plug, opening a disconnect switch, removing a fuse, closing a valve, bleeding the line, or placing a block in the equipment.

Only the authorized person can perform these:

1. Prepare for shutdown.
2. Shut down the machine by following the normal method for shutdown.
3. Isolate equipment from all energy sources and notify affected employees
4. Using unique locks, lock out all the energy sources involved.
5. Release and/or relieve all sources of stored energy.
6. Verify machine has been isolated and deenergized.

