

## Lockout/Tagout

### Handout

The accidental release of hazardous electrical energy can cause accidents. OSHA-required lockout/tagout procedures protect you from accidental exposure to energized equipment or circuits on the job site.

#### What is lockout/tagout?

**Lockout** is turning off and locking out the flow of electricity from a power source to a piece of equipment or circuit. Lockout is accomplished by installing a lockout device at the power source so that equipment cannot be operated. A lockout device is a lock, block, or chain that keeps a switch, valve, or lever in the off position.

**Tagout** is the placing of a tag on a power source. The tag acts as a warning not to restore energy—it is not a physical restraint. Tags must clearly state: Do not operate or remove this tag or the like, and must be applied by hand.

#### What must be locked or tagged out?

A lock and a tag must be placed on each handle, circuit breaker, push-button, or similar device used to deenergize electric equipment when repairs or maintenance is being done.

#### Lockout/tagout procedures

Anytime electrical equipment is deactivated for repair, or circuits are shut off, the equipment must be locked out and tagged at the point where it can be energized. This is done to warn others that maintenance work is being done. Only the person that locked and tagged the equipment can turn it back on. Before equipment is reenergized a qualified person must conduct tests and visual inspections to verify that all tools and electrical jumpers are removed. Each lock and tag must be removed by the employee who applied it (or under their supervision). If the employee is absent, their lock or tag may be removed by a qualified person provided: (1) the employer ensures that the employee who applied the lock or tag is not available at the workplace; and (2) it must be visually determined that all employees are clear of the circuits and equipment.

#### Power sources that cannot be locked out

If a power source cannot be locked out discuss the situation with your supervisor. Find out if tagout alone may be used safely. There are some situations where tagout alone is allowed.





Always: (1) follow lockout/tagout procedures during servicing or maintenance of equipment, and (2) lock and tag out power sources and switches when you service or repair electrically-energized equipment. Never ignore or remove the locks or tags of other employees when you come across them in the workplace.

Your attention to, and respect for, your company's lockout/tagout program will make your workplace safer for both you and your coworkers.

