

Lockout/Tagout

Authorized Employees

Handout

Overview of topic

When servicing or performing maintenance on equipment or machinery, you must be sure that the equipment cannot unexpectedly start-up or release stored energy. How do you do this? The procedure for isolating the energy sources is called lockout/tagout.

As employees who service and perform maintenance on the equipment in this facility, you need to know how to avoid the dangers involved when hazardous energy sources are not locked out and/or tagged out. You must know, understand, and perform lockout/tagout properly.

Energy control procedures

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

Also, the procedure should include the steps for placement, removal, and transfer of lockout/tagout devices.

Finally, it should contain the requirements for testing and verifying the effectiveness of the lockout/tagout devices and other energy control measures.

An orderly shutdown must be used to avoid any additional or increased hazards when the equipment is stopped. Use the shutdown procedures that are established for each individual machine.

Locks

- Lockout devices must be durable and substantial.
- Locks are standardized for ease of recognition.
- The lock must identify the person who applied it. This can be done with a tag.
- The use of someone else's lockout device is prohibited.



Tags

- Tags must be durable and substantial.
- Tags are standardized for ease of recognition including the print and format.
- The attachment means for a tag must be:
 - Non-reusable.
 - Attachable by hand.
 - Self-locking.
 - Non-releasable with an unlocking strength of 50 pounds.
- The attachment means must be equivalent to a one-piece, all-environment-tolerant nylon cable tie.
- The tag's legend includes statements such as Do Not Start, Do Not Open, Do Not Close, Do Not Energize, or Do Not Operate.

