

LOCKOUT-TAGOUT PROCEDURES

Do you maintain, clean, adjust, or service equipment? Then you must control the source of power or flow of material by performing the 6-step lockout-tagout procedure:

1. Prepare for shutdown. Know what types of energy are involved, the hazards, and how they should be controlled.

2. Shut down the equipment.

3. Isolate equipment. Close valves, throw circuit breakers and main disconnects, disconnect auxiliary power sources.

4. Attach the lock and tag or other lockout device. Attach TO ALL energy isolating devices. For example, where equipment has two or more power sources, all power sources shall be opened and locked out. Tags will indicate the person responsible for the lock and bear a "CAUTION" warning against tampering with lock or equipment.

***Workers shall have their own individually assigned locks and keys. NO ONE SHALL REMOVE A LOCK EXCEPT THE PERSON WHO PLACES IT!*

5. Control or render safe all stored or residual energy.

6. Verify isolation. Make sure the equipment will not run before you begin work. Be sure to return controls to the off position.

In cases where two or more groups or departments have persons working on the same job, each group shall apply their lock to the open switch. After work is completed, the person in charge shall ensure that all persons on the job are clear before the last lock is removed and then signal the operator to test the equipment.

If you have any questions or require additional information, please call EHS at x1451.