



Lockout/Tagout

Machinery or equipment that starts up unexpectedly or releases stored energy while someone is performing maintenance or repairs can cause serious injury. Lockout/tagout procedures prevent these types of accidents from happening. Although only authorized employees are permitted to perform lockout procedures and to remove locks and tags, all employees need to understand lockout and tagout procedures.

What Is Lockout?

Lockout means putting a lock on a machine or piece of equipment to make sure it stays off. Electrical, mechanical, chemical, thermal, hydraulic, pneumatic, raised-weight, pressurized and coiled-spring systems must be neutralized for safety during maintenance and repairs.

A lockout device is a lock, block or chain that keeps a switch, valve or lever in the “off” position. Lockout locks must meet special requirements and must be identified by the name of the worker who installs and removes them. Only use locks provided by your employer for lockout purposes. Never use these locks for toolboxes, storage sheds or other uses.

What Is Tagout?

When equipment can't be locked out, it must be tagged out with a special tag that warns workers to not start up the equipment. A tag is not a physical restraint. Tags must clearly state: “Do not operate or remove this tag.” Tags must be placed on each handle, push button, lever or circuit breaker used to energize the equipment.

Tags must meet special requirements and show the identity of the authorized employee. Both locks and tags must be strong enough to prevent unauthorized removal and to withstand various environmental conditions.

Restarting Equipment

After the maintenance or repair work is completed, only the same authorized employee who installed the lock may remove and restart the equipment. Before restarting the equipment:

- make sure all other workers are a safe distance away.
- remove tools from the equipment.
- reinstall machine guards
- notify workers that the energy is restored and the machine is working

more...



Lockout Steps

1. Identify all parts of any systems that need to be shut Find the switches, valves or other devices that need to be locked out.
2. Tell employees that the equipment will be locked out and why.
3. Locate all power sources, including stored energy in springs or hydraulic systems.
4. Neutralize all power at its Disconnect electricity; block moveable parts; release or block spring energy.
5. Drain or bleed hydraulic and pneumatic lines.
6. Lower suspended parts to rest positions.
7. Lock out all power sources. Use a lock designed for this purpose. Each worker should have a personal lock.
8. Test operating controls. Turn on all controls to make sure the power doesn't go on.
9. Turn controls back to "off."
10. Perform necessary repairs or maintenance.

Disclaimer: This website and the information contained in the Injury & Illness Prevention Program (IIPP) are intended and authorized for the use of employees of this Company only; they are not intended for, nor should they be used by, the general public or any third parties. If you have not been expressly directed to this site by the Warner Bros. Studio Operations Department of Safety & Environmental Affairs, you are not authorized to use this website and you must exit now. The IIPP is a general outline of safe work practices to be used as a guideline for our productions to provide a safe work environment for our employees. Because each particular work situation is different, these IIPP guidelines are intended to be used in conjunction with consulting the appropriate production supervisors and seeking the assistance of our Production Safety personnel. The information contained in this IIPP is not a legal interpretation of any federal, state or local regulations, laws or standards. No warranty is made about any of the contents of this website.