

LOCK OUT/TAG OUT

- Only employees who have been trained in LOCK OUT/ TAG OUT shall service or repair any machine or equipment that could cause injury during unexpected startup or movement.
- Lock Out/Tag Out is a method for preventing equipment from being set in motion and endangering workers.
- Common situations for use of Lock Out/Tag Out are:
 - when you are to remove or bypass a guard or other safety device not installed by a fellow employee,
 - when you are to place any part of your body where it could be caught moving machinery,
 - when using electrical circuits.
- Whether the power switch is on or off, be aware that residual energy could be present in equipment.
- Stored energy poses special problems. Employees should know or determine the nature of the power source, (i.e., hydraulic pressure, steam, electric charge, etc.). All residual energy should be dissipated prior to work being performed. Ask your supervisor if you do not know how to do this procedure.
- Energy controls are applied according to a six-step procedure:
 - Preparation for shutdown
 - Equipment shutdown
 - Equipment isolation
 - Application of Lock Out/Tag Out devices
 - Control of stored energy
 - Equipment isolation verification
- **Removal**
 - Prior to removing Lock Out/Tag Out devices, make sure that the equipment is safe to operate by removing all tools and verifying that the system is fully assembled.
 - Lock Out/Tag Out devices may only be removed by the person who put them on, except in an emergency.
 - When the worker who applied a lock is not present to remove the lock, it can be removed only under the direction of the supervisor.
 - Follow the manufacturer's checklist to re-energize the system.
 - If an outside contractor or other outside worker is performing service or maintenance, they are to coordinate their activities with all affected production employees.
 - If servicing lasts more than one shift, Lock Out/Tag Out protection should not be interrupted. One shift should inform the next.
 - Never remove a lock until you are absolutely sure that it is completely safe to do so.