

A simple lockout / tagout program can save an unexpected injury. The lockout / tagout (Control of Hazardous Energy) program covers any work, servicing or maintenance of/on machines and equipment in which the unexpected start up or energization of the machine or equipment or the release of stored energy could cause injury or death. Examples of such energy include electrical, air pressure, hydraulic pressure, chemical, thermal or springs under tension. If an energy control switch/valve can be locked out, then lockout procedures must be used. Otherwise, a tagout system must be used.

The procedure does not apply to cord-and-plug-connected equipment if the plug is unplugged and controlled by the employee performing the maintenance. Normal production operations are not covered unless a guard / safety device is removed or the employee is exposed to a point-of-operation hazard.



## TO REMOVE ENERGY

- Notify all affected employees.
- Shut down using normal stopping procedures.
- Isolate from all energy sources.
- Lockout (or tagout) from energy sources.
- Release or restrain stored / residual energy.
- Verify isolation.



## TO RESTORE ENERGY

- Check the machine: remove nonessential items, confirm components operationally intact and guards installed.
- Affected employees notified and clear.
- Verify controls are in neutral position.
- Remove lockout and reenergize. Except in emergencies, only the person who attached the lockout device may remove it.

## General Lockout / Tagout Information

The employer's lockout / tagout procedures should include employee training and periodic inspections.

- Written lockout / tagout procedures for controlling hazardous energy should be developed and used. These procedures must clearly outline the scope, purpose, authorization, rules and techniques to be utilized for the lockout/tagout procedure.
- Employees should be trained to ensure they understand the purpose and function of the program, that they can recognize applicable lockout / tagout situations, and that they have acquired the knowledge and skills required for applying, using and removing the lock(s) and tag(s).
- The employer should conduct at least an annual inspection of each specific lockout / tagout procedure to ensure that the procedure and the requirements of the standard are being met.
- Lockout / tagout devices will be singularly identified, used only for this purpose and will be durable, standardized, substantial, and identify the employee applying the lockout.