



057: Lockout/Tagout Procedures

Important concept

Your lock may be the only thing preventing the device on which you are working from becoming energized. The failure to properly lockout and tag equipment may result in debilitating injuries. It may cause you or others to lose hearing, sight, limbs, or life.

Pre-work checklist

Review your company's lockout/tagout procedures, and ask your foreman to clarify anything you do not understand.

Review the lockout/tagout procedures required by the facility where you are working. These may differ from those of your company. Ask your foreman to resolve any discrepancies. Do not simply guess.

Ensure you have the correct LOTO materials on site. If you start a job and then find out you don't have the materials to complete it, you may be tempted to proceed unsafely.

Procedures

Walk through the LOTO procedure in its entirety to verify each step. This process may sound like added work. But, in addition to removing temptation, it saves you time. If you start locking and tagging things out only to discover you can't lock out and tag out everything you need to, you'll have to undo everything you just did. A walk-through also helps you verify that the LOTO procedure is complete and addresses all energy sources for the equipment you'll be working on.

If you are unclear about any item in the procedure or if you see a hazard not addressed in the procedure, ask questions. Remember, it is your life and livelihood at stake.

You are responsible for locking out energy sources. By definition, an energy source is any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy. Do not limit your investigation to the electrical side of the house. Energy sources are equal opportunity killers.

Ask your foreman or other knowledgeable and qualified person to review and walk through your procedure to verify you have identified all energy sources. Anyone can make a mistake. You don't want yours to be fatal.

Lock out all energy sources with a secure lock. Only you should have a key or know the combination to your lock. The only exception to this might be your foreman, if your company has as policy that provides strict procedures related to this. A personal lock is not a community lock.

Remove your personal lock at the end of your shift, but keep the device locked out until the work is complete. For example, if you are working second shift and there will be no third shift, do not remove all locks and thus leave the device operable. If the device needs to remain locked out, have a shift supervisor affix a community lock.

Double-check the equipment before removing your lock.

If more than one person will be working on the equipment, each person should have his or her own lock applied. Use a multi-lock hasp if required. Each lock should have a tag identifying the owner of the lock.

Discussion leader duties for this session:

Bring several items used for LOTO including locks, multi-lock hasp, tags and assorted locking devices for circuit breakers, switches, cords, and other devices.

What this Safety Talk covers:

Highlights of proper procedures for locking out and/or tagging energy sources.

Discussion notes :

