



SAFETY TALK

Lockout/tag out

Every year, workers are killed or seriously injured because machinery or equipment was not properly locked out.

What's the danger?

Some of the most common hazards are:

- Sudden movement of machine parts
- Electric shock
- Release of pressure

How to protect yourself

Lockout is the use of a lock or locks to render machinery or equipment inoperable or to isolate an energy source.

There are four basic actions in any lockout:

- Identify all energy sources connected with the work
- De-energize, disable, redirect or stop all energy from doing what it normally does
- Confirm that you have reached a zero-energy state
- Apply restraint devices to keep the system from starting up while being repaired

Tag out is a labeling process that is always used when lockout is required.

This involves attaching or using an indicator that includes the following information:

- Name of authorized person who attached the tag and lock to system
- Authorized person's place of employment
- Why the machine or system is locked out – repair/maintenance
- Date of when the lock/tag was applied

An organization will have a lockout program and as many sets of work instructions as required depending on the number of systems that require lockout.

Remember...

Don't take chances. When in doubt, lock it out.

Print and review this talk with your staff, sign off and file for COR™ / SECOR audit purposes.

Date: _____

Supervisor: _____

Performed by: _____

Location: _____

Concerns:

Corrective Actions:

Employee Name:

Employee Signature:

