

SAFE WORK PRACTICE

TITLE	Lockout/Tag out
GENERAL	Protecting workers from injuries associated in working with electrical systems
APPLICATION	Where there is or may be a danger to a worker from the inadvertent operation of electrical equipment then that equipment must be locked out and tagged prior to commencing work.
PROTECTIVE MECHANISMS	Safe work procedure PPE Lockout devices {padlocks, multiple lock hasps, tags} ERP (Emergency Response Plan)
SELECTION AND USE	As per safe work procedure
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training
WORKER RESPONSIBILITY	<p>Preparation for Shutdown:</p> <ul style="list-style-type: none"> - Before turning off machine or equipment, you must know the type and magnitude of the energy, hazards of the energy to be controlled, and the means to control the energy. - Notify all affected employees that the machinery or equipment will be shut down and locked out of service <p>Machine/Equipment Shutdown</p> <ul style="list-style-type: none"> - Shut down machine/equipment. If machine/equipment is in operation, follow normal stopping procedures - Move switch to off positions and open/close all valves or other energy isolating devices so that the energy source is disconnected from machinery/equipment. <p>Machine/Equipment Isolation</p> <ul style="list-style-type: none"> - All energy control devices that are needed to control the energy to the machine/equipment will be physically located and operated in such a manner as to isolate the machine/equipment from the energy source. <p>Lockout/Tagout Device Application</p> <ul style="list-style-type: none"> - Affix lockout devices in a manner that will hold the energy isolating devices from the off position - Affix tag out devices in such a manner that will clearly stat that the operation or the movement or the equipment or machine is prohibited - The tag out device will be attached to the same point a lockout be attached. If the tag cannot be attached to that point, locate it as close as possible that will be immediately obvious to anyone attempting to operate the device - Lock and tag out all energy devices by using hasps, chains, or covers with an assigned individual lock <p>Stored Energy</p> <ul style="list-style-type: none"> - Following the application of the lockout and tag out device all potential or residual energy will be relieved, disconnected, restrained, and otherwise rendered safe <p>Verification</p> <ul style="list-style-type: none"> - Prior to starting work on machines/equipment that have been locked out, verify the machine/equipment has been correctly isolated or de-energized. - After assuring that no one will be placed in danger, test all lock and tag outs. <p>Release from Lockout/Tag out</p> <ul style="list-style-type: none"> - Inspect the area to ensure that nonessential items have been removed and that machine/equipment components are operations - Check that everyone is safety positioned and that all affected employees have been notified

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