

Lockout/Tagout

GENERAL DISCUSSION

If any employees of a company are required to perform hazardous maintenance or repair of machines and equipment, a formal written Lockout/Tagout Program must be developed and implemented. This program must include machine-specific procedures for shutdown and re-energizing equipment and training for 'affected' employees (i.e., those who operate, service or work near the equipment in question).

These procedures must be followed during the servicing or maintenance of machines, to avoid the 'unexpected energization or start up of the machinery or equipment, or the release of stored energy, which could cause injury to employees.'

Procedures will vary, depending upon whether the source of hazardous energy is electrical, hydraulic, pneumatic, mechanical, thermal or chemical, and how many employees are affected. Nevertheless, all employees should be familiar with lockout/tagout procedures for their company's operations and a review of these should take place periodically.

The following Steps are a review of basic steps for safely de-energizing equipment:

1. Notify all 'affected employees' that the equipment will be shut down.
2. Shut down the equipment by normal stopping procedures.
3. 'Isolate' all the equipment's energy sources.
4. Lockout and/or tagout the energy isolating devices with assigned, individual locks.
5. Release or restrain any stored energy by grounding, blocking, bleeding down, etc.
6. Assure that no personnel are exposed, and then test the equipment to assure that it will not operate.

Restoring Equipment to Service:

1. Check to assure that all employees have been safely positioned or removed from the area.
2. Verify that equipment controls are in neutral.

3. Remove lockout devices and/or tags and re-energize the machine or equipment.
4. Notify affected employees that servicing is complete and the equipment is ready for use.

According to the latest statistics, every ten minutes, two people are killed and hundreds suffer disabling injuries from accidents on the job. 29 CFR 1910.147 describes federal requirements and exempted operations.

GENERAL SAFETY REVIEW

This is a time to review all safety concerns, not just today's topic. Keep your notes on this page before, during and after the safety meeting.

Are you aware of any safety hazards from any other crews? Point out any hazards other crews are creating that this crew should know about. Tell the crew what you intend to do about those hazards.

Do we have any other safety business? Discuss any past issues or problems. Report any progress of investigations and action taken.

Have there been any accidents, near misses or complaints? Discuss any accidents, near misses, and complaints that have happened since the last safety meeting. Also recognize the safety contributions made by members of the crew.

Please remember, we want to hear from you about any health and safety issues that come up. If we don't know about problems, we can't take action to fix them.

ENDING THE MEETING

Circulate Sign-Off Form.

Assign one or more crew member(s) to help with next safety meeting.

Refer action items for follow-up.

Do you have any Safety Recommendations?

Do you have any Job Specific Topics you would like us to discuss?

Comments
