

SAMPLE LOCKOUT/TAGOUT PROCEDURE

The following simple lockout procedure is provided to assist employers in developing their procedures so they meet the requirements of OSHA standard 1910.147. When the energy isolating devices are not lockable, tagout may be used, provided the employer complies with the provisions of the standard which require additional training and more rigorous periodic inspections. When tagout is used and the energy isolating devices are lockable, the employer must provide full employee protection that is specified in paragraph (c)(3) of the standard and additional training and more rigorous periodic inspections are required. For more complex systems, more comprehensive procedures may need to be developed, documented and utilized.

Lockout/Tagout procedure for (name of company) _____
at (location) _____ for (machine/type of machines) _____

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped and isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

Compliance with this procedure

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon seeing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment. (Insert type of disciplinary action to be taken for violation of the above.) _____

Sequence of lockout

(1) Notify all affected employees that servicing or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out to perform the servicing or maintenance.

<u>NAMES/ JOB TITLES OF AUTHORIZED EMPLOYEES</u>	<u>NAMES/ JOB TITLES OF AFFECTED EMPLOYEES</u>	<u>METHOD OF NOTIFYING AFFECTED EMPLOYEES</u>	<u>SPECIFIC OR TYPE MACHINE/ EQUIPMENT</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(2) The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, and shall understand the hazards of the energy and know how to control the energy.

<u>SPECIFIC OR TYPE MACHINE/ EQUIPMENT</u>	<u>TYPE ENERGY UTILIZED</u>	<u>MAGNITUDE OF ENERGY USED</u>	<u>HAZARDS INVOLVED</u>	<u>METHOD OF ENERGY CONTROL</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(3) If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

<u>SPECIFIC OR TYPE MACHINE/ EQUIPMENT</u>	<u>TYPE OF MACHINE/ EQUIPMENT CONTROLS</u>	<u>LOCATION OF MACHINE/ EQUIPMENT CONTROLS</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(4) De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source.

<u>SPECIFIC OR TYPE MACHINE/ EQUIPMENT</u>	<u>TYPE OF ENERGY ISOLATING DEVICE</u>	<u>LOCATION/IDENTITY OF ENERGY ISOLATING DEVICE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(5) Lock out the energy isolating device(s) with assigned individual locks.

(6) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

<u>SPECIFIC OR TYPE MACHINE/EQUIPMENT</u>	<u>TYPE OF STORED ENERGY</u>	<u>METHODS TO DISSIPATE OR RESTRAIN</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(7) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

CAUTION: Return the operating control(s) to “neutral” or “off” position after verifying the isolation of the machine or equipment.

<u>SPECIFIC OR TYPE MACHINE/EQUIPMENT</u>	<u>METHOD OF VERIFYING ISOLATION OF EQUIPMENT</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(8) The machine or equipment has now been locked out.

Restoring Equipment to Service

When servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps must be taken.

(1) Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

(2) Check the work area to ensure that all employees have been safely positioned or removed from the area.

(3) Verify that the controls are in neutral.

(4) Remove the lockout device(s) and re-energize the machine or equipment.

NOTE: The removal of some forms of blocking may require re-energizing the machine before safe removal.

(5) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Procedure Involving More than One Person

In the preceding steps, if more than one individual is required to lock out or tag out equipment, each must place his/her own personal lockout device or tagout device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lock out the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his/her own lockout protection, that person will remove his/her lock from the box or cabinet.

EMPLOYEES AUTHORIZED FOR GROUP LOCKOUT/TAGOUT

NAME

JOB TITLE

