

LOCKOUT / TAGOUT



PROCEDURE

1. Identify the types of energy sources that are being used and any potential hazards.
2. Notify affected employees that machine servicing is required, and the machine will be temporarily locked out; notifying all employees must be done before lockout is performed.
3. Authorized employees should familiarize themselves with the LO/TO procedure; employees must have knowledge of energy sources and understand how to lock them out. Keep record of the time, date, and location the lockout device was put on.
4. If the machine or equipment is still operating, shut down the machine properly. All Emergency Stop buttons (Kill Switch) must also be clearly visible, clearly labelled and quickly accessible in case of any emergency situations. Always take time to inspect if the Emergency Stop button is still in working condition, this can save all workers from a severe injury or even death.
5. Isolate and control all energy sources. Stored energy must be dissipated or restrained. Lockout or tagout devices should be applied to each energy source by an authorized employee.
6. The authorized employee must verify that the lockout has been effectively applied. Test the machinery to make sure that it cannot be started up.
7. Remove the lockout devices ONLY after the equipment or machinery is back in working condition and fully assembled, and all employees have been notified. Lockout devices must be removed by the same person who put them on. Keep record of time, date, and location the lockout device was removed.