

## LOCKOUT / TAGOUT

Are there any of you who like surprises?

Lockout/Tagout procedures are designed to help prevent surprises, maybe a fatal surprise!

Who is affected by LO/TO? The answer is simple, anyone who works on energized tools, machinery or equipment.

Can anybody name a few sources of energy common to construction sites?

Lockout/Tagout procedures and appropriate training of affected employees play major roles in controlling hazardous energy.

Examples of hazardous energy types include:

- Electrical
- Mechanical
- Hydraulic
- Pneumatic
- Stored energy
- Gravity
- Spring action
- Chemical
- Thermal

Common causes of hazardous energy related accidents:

- Machine or equipment not completely shut down before a maintenance or repair operation. Machine or equipment must be turned off first, then the power source must also be turned off and locked and tagged out of service.
- Machine turned on accidentally during repairs or maintenance.
- Machine not operating properly and used by unknowing employee. Machine with operational problems should be locked and tagged out of service.
- Equipment wasn't chocked, blocked up, brace system not engaged.
- Safety procedures inadequate or improper training.
- Failure to use lockout/tagout procedures.
- Failure to test energy source after isolation.

Unexpected energization or movement of machinery or equipment, even if you are not operating it, can cause injury or death if not properly disconnected.

The following are basic precautions that help control hazardous energy:

- Ensure personnel are authorized and trained to perform the installation, maintenance or repair.
- Identify all sources of hazardous energy associated with the task prior to any installation, repair or maintenance work.
- Ensure the release of residual or stored energy if applicable before work on the machine begins.
- Ensure that written lockout/tagout procedures are in place and followed.
- Ensure that all affected personnel are trained in the procedure.
- Ensure the appropriate LO/TO equipment is on hand and in good operating condition.
- Always test each energy source before and after it has been isolated.
- Be aware of your personal safety and the safety of others at all times when working with or around machinery and moving equipment and.

Basic steps to effectively de-energize tools, machinery or equipment prior to starting an installation, repair or maintenance operation:

- Notify all affected personnel when and how long the machine or equipment will be out-of-service.
- Ensure no personnel are exposed during shutdown and startup procedures.
- Shut down the machine or equipment using normal procedure.
- Isolate all the equipment's energy sources.
- Follow lockout/tagout procedures and use assigned, individual padlocks to lock out all energy sources.
- Before re-energizing, ensure all affected personnel are clear of machine or equipment.
- Verify that machine control is in the off position or that equipment is in neutral.
- Remove lockout devices and re-energize the machine or equipment.
- Machine or equipment ready for use.

Every individual on site is responsible for their own personal safety and that of those they work with.

Knowing and following the procedures to control hazardous energy is your responsibility when assigned the task of performing an installation, doing maintenance, or making a repair on a machine or equipment.



Company: \_\_\_\_\_

Location: \_\_\_\_\_

Topic: \_\_\_\_\_

Date: \_\_\_\_\_

**WEEKLY SAFETY PROGRAM REVIEW AND PRESENTATION**

1. Remind all employees that it is their right to a safe work place. Each employee is responsible to report and respond to unsafe work practices and conditions.

2. Review of recent incidents, injuries, and reported near misses.

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3. Recent observations, safety violations, and demonstrated lack of knowledge or skills.

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4. Employee suggested corrective actions for avoiding future reoccurrences.

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5. Existing and upcoming work activities and potential hazards. Include review of supporting materials or documents and demonstrate safe work procedures.

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6. Employee workplace safety concerns and recommendations.

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7. Safety topic presentation. Include review of company policies, procedures, and location specific expectations. Encourage questions and clarifications.

8. Additional meeting notes.

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Company: \_\_\_\_\_

Location: \_\_\_\_\_

Topic: \_\_\_\_\_

Date: \_\_\_\_\_

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Printed Full Legal Name	Signature
Instructor 1:	
Instructor 2:	
Translator:	