

Lockout / Tagout

Purpose

To ensure the safety of personnel performing maintenance or servicing machinery by preventing accidental machine startup.

Scope

This procedure applies to all personnel involved in the servicing or maintenance of machinery.

Responsibilities

Supervisors: Ensure all employees are trained in LOTO procedures and that procedures are followed.

Employees: Follow the LOTO procedures as outlined and report any unsafe conditions.

Procedure

Step 1: Prepare for Shutdown

- Notify all affected employees that a lockout is about to occur and the reason for the lockout.
- Review the machine's energy sources and understand how to control them.

Step 2: Shut Down the Machine

- Turn off the machine using the normal stopping procedure (e.g., press stop button, turn off ignition).

Step 3: Isolate the Machine

- Locate and operate the device(s) that isolate the machine from its energy source(s). This could include electrical disconnects, hydraulic valves, pneumatic controls, etc.

Step 4: Apply Lockout/Tagout Devices

- Attach lockout devices to each energy isolating device. Ensure locks are applied in a manner that prevents the energy isolating device from being turned on.
- Attach a tag to each lockout device. The tag should include the following information:
 - Name of the person who applied the lock
 - Date and time the lock was applied
 - Reason for the lockout

Step 5: Release Stored Energy

- Safely release any stored energy that could re-energize the machine. This may involve discharging capacitors, bleeding hydraulic lines, or releasing spring tension.

Step 6: Verify Isolation

Before starting work, verify that the machine is effectively isolated. This can include:

- Trying to start the machine using the normal controls to ensure it does not operate.
- Checking gauges and valves to confirm zero energy state.

Step 7: Perform Maintenance or Servicing

- Proceed with the maintenance or servicing activities only after ensuring the machine is safely locked out.

Step 8: Remove Lockout/Tagout Devices

- Once the maintenance or servicing is complete, ensure all tools and materials have been removed from the machine.
- Inform all affected employees that the lockout devices will be removed.
- Each person who applied a lockout device must remove their own lock.
- Remove the tag from each lockout device.

Step 9: Restore Energy and Test

- Re-energize the machine and perform tests to ensure it is operating correctly.
- Notify affected employees that the machine is back in service.

5. Training and Review

- All employees involved in machine servicing must be trained in LOTO procedures.
- Conduct periodic reviews of the LOTO procedure to ensure compliance and effectiveness.

6. Documentation

- Maintain records of LOTO training, incidents, and periodic reviews.

1. Acknowledgment:

I acknowledge that I have read and understood this procedure "Lockout / Tagout"

Name: _____ **Sign:** _____ **Date:** _____

Lockout / Tagout

Purpose

To ensure the safety of personnel performing maintenance or servicing machinery by preventing accidental machine startup.

Scope

This procedure applies to all personnel involved in the servicing or maintenance of machinery.

Responsibilities

Supervisors: Ensure all employees are trained in LOTO procedures and that procedures are followed.

Employees: Follow the LOTO procedures as outlined and report any unsafe conditions.

Procedure

Step 1: Prepare for Shutdown

- Notify all affected employees that a lockout is about to occur and the reason for the lockout.
- Review the machine's energy sources and understand how to control them.

Step 2: Shut Down the Machine

- Turn off the machine using the normal stopping procedure (e.g., press stop button, turn off ignition).

Step 3: Isolate the Machine

- Locate and operate the device(s) that isolate the machine from its energy source(s). This could include electrical disconnects, hydraulic valves, pneumatic controls, etc.

Step 4: Apply Lockout/Tagout Devices

- Attach lockout devices to each energy isolating device. Ensure locks are applied in a manner that prevents the energy isolating device from being turned on.
- Attach a tag to each lockout device. The tag should include the following information:
 - Name of the person who applied the lock
 - Date and time the lock was applied
 - Reason for the lockout

Step 5: Release Stored Energy

- Safely release any stored energy that could re-energize the machine. This may involve discharging capacitors, bleeding hydraulic lines, or releasing spring tension.

Step 6: Verify Isolation

Before starting work, verify that the machine is effectively isolated. This can include:

- Trying to start the machine using the normal controls to ensure it does not operate.
- Checking gauges and valves to confirm zero energy state.

Step 7: Perform Maintenance or Servicing

- Proceed with the maintenance or servicing activities only after ensuring the machine is safely locked out.

Step 8: Remove Lockout/Tagout Devices

- Once the maintenance or servicing is complete, ensure all tools and materials have been removed from the machine.
- Inform all affected employees that the lockout devices will be removed.
- Each person who applied a lockout device must remove their own lock.
- Remove the tag from each lockout device.

Step 9: Restore Energy and Test

- Re-energize the machine and perform tests to ensure it is operating correctly.
- Notify affected employees that the machine is back in service.

5. Training and Review

- All employees involved in machine servicing must be trained in LOTO procedures.
- Conduct periodic reviews of the LOTO procedure to ensure compliance and effectiveness.

6. Documentation

- Maintain records of LOTO training, incidents, and periodic reviews.

1. Acknowledgment:

I acknowledge that I have read and understood this procedure "Lockout / Tagout"

Name:

Sign:

Date:
