

Understanding LOCK-OUT / TAG-OUT

1

DEFINITIONS

The **Energy Source** is the root of any chemical, electrical, thermal, pneumatic, mechanical, or hydraulic energy. Energy can take its root in stored states.

An **Energy Isolating Device** is a mechanical device that physically prevents the transmission or release of energy. Some examples are:

- a manually operated electrical circuit breaker
- a disconnect switch
- a slide gate
- a line valve
- a block

To lock out a piece of machinery is to block the flow of energy from a power source to a specific piece of equipment. This is done by placing a lockout device on an energy isolating device, according to the established procedure, ensuring that the energy isolating device and the equipment being serviced cannot be operated until the lockout device is removed.

A **Tag-Out** is the placing of a warning tag, according to the established procedure, on the power source to warn others of the situation or condition.

- If it is possible to use a combination of the energy isolating device, in concert with some other device, the employer can show that a Tag-Out will provide full protection.

- Use a Tag-Out if the energy isolating device cannot be locked out.

- When equipment or a machine undergoes major repairs, is renovated, replaced or modified, the energy isolating device will be designed to enable a lock-out.

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EQUIPMENT & TRAINING

Lock-out and Tag-out devices must meet the following requirements as outlined by OSHA 29 CFR 1910.147 (b) (2) (i):

- Durable:**
 - Must be able to withstand the environment that they are being intended for for the maximum period of time that equipment is exposed.
 - Must be able to withstand harsh weather conditions as well as sun or damp conditions whether message does not become illegible or the tag itself does not deteriorate.
 - Tag must be capable of withstanding extreme temperatures.
- Resistant:**
 - Lock-out devices must be standard in color, design or size when in facility. The format exclusive of a warning sign must also be standardized.
- Substantial:**
 - Lock must meet for substantial enough to prevent removal without the use of excessive force or unusual techniques. Tagouts must be substantial enough to prevent removal or accidental removal.
 - Device must clearly identify the employee working in
- Identifiable:**

EMPLOYEE INFORMATION

Training shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or procedures that present a new hazard, or when there is a change in the energy control procedures.

Affected employees shall also be instructed whenever a periodic inspection reveals, or whenever the employer has reason to believe, that there are deviations from instructions for the employee knowledge or use of energy control procedures.

The training shall establish employee proficiency and determine how involved control methods and procedures are maintained.

The employer shall identify that employee training has been accomplished and it being able to do so. The procedure will require each employee name and date of training. OSHA 29 CFR 1910.147 (b) (2) (ii).

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PROCEDURES

LOCK-OUT FROM SAFETY

- 1) Identify the types of energy sources used, potential hazards, and all control devices.
- 2) Notify all affected employees.
- 3) Turn off all operating controls.
- 4) Lock-out all energy sources.
- 5) Notify all energy sources by locking, bleeding and venting stored energy as found in springs, hydraulic systems, and pneumatic systems.
- 6) Lock-out all switches and energy controls to the off or safe position.
- 7) Lock-out operating controls. P.S. of controls to the off position. Do not intentionally get into failure testing.
- 8) Return all operating controls to the off position.
- 9) Perform required work.
- 10) Remove Lock-Out devices only after the equipment is fully assembled and all affected employees have been notified. Each lock-out device must be removed by the person who added it.

RECOMMENDATIONS FOR LOCK-OUT-TAG-OUT

- 1. Gather as much information as possible about the job being locked out and about the area affected by the operation.
- 2. Document specific procedures for each location.
- 3. Supervisors should make sure that all workers have placed their Lock/Out/Tag/Out devices on the energy sources before the workers enter the affected area.
- 4. After applying locks, the authorized employee should attach a tag which contains a warning and contains the name of the person who attached the tag.
- 5. Follow the "Tag, Don't Jam, Don't Jam" rule where each person who needs to work the machinery has a tag to make sure it is not jammed.
- 6. Each authorized employee should remove all of the air tags and take them to the work or controls.
- 7. If the authorized employee does not remove the tags and tags, then the employee must be certain of the whereabouts and document this before reworking the lock and tags.



Lockout Tagout Handout For Employees

Daniel Patrick O'Brien



Lockout Tagout Handout For Employees:

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