

# Control of Hazardous Energy

## Lockout/Tagout

Toolbox Talk #5



Locking out machinery and equipment prior to servicing or maintenance is an essential element of protecting employees from the unexpected energization or motion, startup of the machine or equipment, or release of stored energy. Typical tasks requiring lockout/tagout procedures include:

- A task requiring an employee to place any part of their body into an area on a machine's point of operation or where an associated danger zone exists during an machine's operating cycle
- Repairing electrical circuits
- Cleaning, repairing, and maintaining machinery with moving parts
- Clearing jammed mechanisms
- Removing or bypassing a guard or other safety device

### Lockout/Tagout Procedure:

- **Prepare for Shutdown:** Know the hazards and magnitude of the energy and the method or means to control the energy before shutdown
- **Notify those Affected:** Warn anyone in the work area or those who may enter the work area what you are doing
- **Shutdown/Isolation:** Shut the machine/equipment down and de-activate the energy isolating devices so the machine/equipment is isolated from the energy source
- **Lockout/Tagout:** Lockout energy isolating devices with your assigned individual lock and tag.
- **Release Energy:** Release any stored energy from capacitor banks, springs, compressed air, steam, etc.
- **Verify:** Ensure isolation of energy has occurred by trying equipment
- **Perform task**
- **Release from Lockout/Tagout**

### Restart Procedure

- Ensure that nonessential items are removed, equipment is intact, etc.
- Check to make sure anyone in the area is in a safe position
- Notify all people involved before reenergizing the equipment
- Remove your Lockout/Tagout devices
- Reenergize Equipment to ensure safe operation

