

Safety Meeting Lockout/Tagout



Company: _____ Presenter: _____ Date: _____

Lockout/tagout is a means of controlling power sources so you are not injured or killed by unexpected or uncontrolled re-releases of hazardous energy. This safety meeting topic will point out steps that you need to take to lock out the system or equipment you are working on.

Lockout/tagout procedures are designed to prevent needless deaths and serious injuries to construction, maintenance, and service workers. The object is to prevent equipment from being set in motion during the work process. A switch, circuit breaker, valve, or any other control mechanism must be put in a safe or off position. Then a device is placed over it to secure it in that position. Finally, a lock is attached so that the equipment cannot be energized. A tag should then be attached indicating the date the tag was placed there and identifying the person who applied it. Never remove a lock or tag other than your own.

You need to lock out whenever there is the possibility of an unexpected start-up of the equipment YOU are working on. Lock out if you could be injured from a release of stored energy. Lock out when you must remove or bypass a guard or other safety device. Some examples of jobs requiring lockout include repairing electrical circuits, cleaning or lubricating equipment with moving parts, and clearing jammed mechanisms.

When locking or tagging equipment think about what you are going to do. Check out the type of equipment, line, or system you will be working on. Shut the system down. Operate all energy-isolating devices. Be sure to disable all power supplies including the main source and any secondary and backup sources. Install your locking device. Recheck to be sure that all sources of energy have been isolated and locked out. Test again for stored energy. As a final check, press all start buttons and other activating controls. Once you are completely sure that everything is shut down, go ahead with your work. Remember that there may be more than one person working on a system at a time. Before you restore energy to the equipment, check with your supervisor to be sure that it is safe to do so.

Workers are frequently killed or maimed because they don't lock out all energy sources. Be thorough and stay healthy. Follow your company's lockout/tagout procedures completely.

SAFETY REMINDER Assure your safety and that of your co-workers. Never remove a lock or tag other than your own.

Employee Signatures
