

BE ON THE LOOKOUT FOR LOCKOUT/TAGOUT



CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION

Every year, far too many people are badly hurt, or even killed, on the job by machinery that is left running or turned on while someone is working on it. Lockout and tagout devices work to prevent such injuries.

Keep yourself and your coworkers safe during machine maintenance by understanding the Lockout/Tagout procedure.

APPLY

When applying lockout/tagout devices the authorized employee will:

1. Notify affected employees of the planned lockout or tagout.
2. Shut down the machinery or equipment.
3. Isolate the equipment from all energy sources.
4. Lock or tag out the energy isolation device to prevent unexpected start-up.
5. Release all stored energy from the equipment, such as steam or hydraulic pressure lines, and restrain moving parts or cylinders.
6. Test the lockout/tagout by attempting to restart the machine to make sure the power source has been completely isolated, and equipment de-energized.

REMOVE

When removing lockout/tagout devices the authorized employee will:

1. Inspect the equipment to make sure that nonessential items such as tools or old parts have been removed and that all components are intact.
2. Clear everyone else away from the equipment and announce that all lockout and tagout devices are about to be removed and the equipment restarted.
3. Remove the locks and tags and reactivate any isolation devices that had been deactivated.
4. Finally, restart the machinery or equipment.

When you see locks or tags on equipment:

LEAVE all devices in place.

WAIT for authorized employees to tell you it's OK before using the equipment.

VERIFY that the equipment is safe to operate after locks and tags have been removed.

Even if you are not responsible for these procedures, it is important to familiarize yourself with this important safety information.



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