

LOCKOUT/TAGOUT

Only an authorized employee with knowledge of power sources and controls is allowed to fix or service powered equipment. The following are general guidelines the should be followed when locking/tagging out equipment:

1. Alert employees in the area that equipment will be turned off and locked out.
2. Turn off the machine or equipment and its energy control device.
3. Lock the energy control switch in the “off” or “safe” position.
4. Then release or block any stored energy. Before maintenance or servicing work can begin,
5. equipment must be at zero energy state (ZES).
6. Check that power is off by turning controls “on” and trying to start the equipment.
7. Return controls to the “off” position.

Perform the required service or maintenance:

1. Remove tools or other materials from the area.
2. Replace machine guards and test that equipment is ready to operate.
3. Tell employees to stay a safe distance away while locks or tags are removed.
4. Remove the locks or tags.
5. Tell affected employees that locks/tags are off and the equipment is ready for use.
6. Turn on the equipment and make sure it operates properly.

Date