

Lockout/Tag Out Programs

If employees are to perform maintenance or repair on energized equipment, a formal, written Lockout/Tag out program must be implemented. It should include machine specific procedures for shutting-down and re-energizing equipment, as well as training employees who may be affected.

These procedures should be followed during machine servicing, to help prevent accidents and injuries, which could occur if the machine restarts unexpectedly if there is stored energy.

Procedures will vary, depending on what kind of hazardous energy may be stored. Below is a list of different types of stored energy.

- Electrical
- Hydraulic
- Pneumatic
- Mechanical
- Thermal
- Chemical

The procedure will also vary depending on how many employees are effected. All employees should be familiar with a lockout/tag out program, and review the procedure from time to time.

Basic steps to safely de-energize

1. Notify all “affected employees” that the equipment will be shut down.
2. Shut down the equipment by normal stopping procedures.
3. “Isolate” all the equipment’s energy sources.
4. Lock out and/or tag out the energy isolating devices with assigned, individual locks.
5. Release or restrain any *stored* energy by grounding, blocking, bleeding down, etc.
6. Assure that no personnel are exposed, then *test* the equipment to assure that it will not operate.

Restoring equipment to service

1. Check to assure that all employees have been safely positioned or removed from the area.
2. Verify that all equipment controls are in neutral.
3. Remove lockout devices and/or tags and re-energize the machine or equipment.
4. Notify affected employees that servicing is complete and the equipment is ready for use.

According to the latest statistics, every ten minutes, two people are killed and hundreds suffer disabling injuries from accidents on the job. Don’t be a statistic! Know what part you play in the Lockout/Tag out Program.

For more information and additional risk management and prevention tools, visit: fwcruminsurance.com