



LOCKOUT/TAGOUT

INTRODUCTION

Sometimes work must be performed on equipment, pipelines, and machinery that may contain moving parts, pressurized gases or liquids, electrical energy, or other hazards. Contact with any of these may result in injury or death.

DEFINITIONS

“Lockout” means to install a locking device that keeps the switch, valve, or other mechanism from being turned on or opened. “Tagout” means to put a tag on the locking device. The tag indicates DANGER or WARNING, along with a brief message. It has a place to put the date and person’s name who lockedout the equipment so that he or she may be easily found or notified.

STEPS TO FOLLOW

- Train employees in the purpose and methods of lockout/tagout.
- Inform the job supervisor about the proposed work, and obtain permission to lockout and tagout the equipment.
- Shut down the equipment.
- Place locks and tags on the switches and valves to prevent their use.

Note: If more than one person is performing work on the equipment, it is recommended that they have their own locks and tags on the lockout point.

- Have the operator try to start the equipment or open the valves. If the equipment and valves are not operable, proceed to the next step. If they are operable, check where the locks should be placed or, if needed, place additional locks to ensure that equipment or valves are not operable. Check the equipment or valves for operation again.

- Start the work. If the employees' shift ends before the work is completed, they must remove their locks and the next shift's employees must install their locks before continuing the work and before the previous shift's locks are removed.
- When the work is completed, ensure that all employees are clear before removing the locks and tags, energizing equipment, or opening valves.

INFORMATION SOURCES

Occupational Safety and Health Administration (OSHA). *Code of Federal Regulations*, Title 29 Labor, Chapter XVII, Parts 1901.1 to 1910.1450, Order No. 869-019-00111-5, available from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

Mine Safety and Health Administration (MSHA). *Code of Federal Regulations*, Parts 1-199, available from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

For specific information on recommended lockout points for equipment, machinery, and valves, contact the manufacturer.