LOCKOUT, TAGOUT FOR AFFECTED AND AUTHORIZED EMPLOYEES

WHAT'S AT STAKE?

Lockout / Tagout / is series of safety procedures designed to prevent accidents causing serious injuries including fatalities to employees on the unexpected startup of the equipment or energy while servicing.

WHAT'S THE DANGER?

Energy sources including electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other sources in machines and equipment can be hazardous to workers. During the servicing of machines and equipment, the unexpected start up or release of stored energy could cause injury to employees.
Anyone who operates, cleans, services, adjusts, and repairs machinery or equipment should be aware of the hazards associated with that machinery. Failure to lock out or tag power sources on equipment can result in electrocutions, amputations, and other serious-sometimes fatal-accidents.

Some of the causes of accidents:

- The machine or piece of equipment was not completely shut off before a maintenance or repair operation. Not only must the machine be turned off but also the power source that goes to it.
- The machine was turned on accidentally, either out of carelessness or because the person who turned it on did not realize that another worker was there and could get hurt.
- The machine was not working correctly but was not fixed, turned off, locked or tagged, and someone who did not know about the problem used it.
- Moving equipment was not blocked.
- Safety procedures were inadequate or had not been properly explained.

HOW TO PROTECT YOURSELF

The Lockout/Tagout standard establishes the employer's responsibility to protect employees from hazardous energy in machines and equipment during service and maintenance. An initial review should be made to determine which switches, valves, or other energy isolating devices apply to the equipment being locked out since more than one energy source may be involved.

The standards establish requirements that employers must follow when employees are exposed to hazardous energy while servicing and maintaining machinery and equipment. The most critical requirements from these standards are outlined below and also prevent injuries:

- Develop, implement and enforce an energy-control plan.
- Use lockout/tagout devices for equipment that can be locked out. Tagout devices may be used in place of a lockout device only if the tagout program provides employee protection equivalent to that provided through a lockout program.
- Ensure that the new or overhauled equipment is capable of being locked out.
- Develop, implement and ensure an effective tagout program if machinery or equipment are not capable of being locked out.
- Use only lockout/tagout devices authorized for the particular equipment or machinery and ensure that they are durable, standardized and substantial.
- Ensure that the lockout/tagout devices identify the individual users.
- Establish a policy that permits only the employee who applied a lockout/tagout device to remove it.
- Provide effective training for all employees covered by the standard and offer periodic refresher training.
- Comply with the additional energy control provisions under OSHA standards when machines or equipment must be tested or repositioned when outside contractors work at the site, in group lockout situations, and during shift or personnel changes.
- Develop written procedures explaining how a lockout is done.
- Use engineering and administrative controls as much as possible to eliminate the need for lockout.
- Perform regular maintenance to prevent malfunctioning equipment.

Those employees affected by safety procedures of lockout / tagout are:

- Authorized Employee - An employee who manually locks/tags machines or equipment in order to perform servicing or maintenance.
- Affected Employee - An affected employee is one, who is not qualified to lock/tag a piece of equipment which may need maintenance or servicing. An affected employee can also be a person who works in/around an area where the equipment may be locked/tagged out.

FINAL WORD

Be aware of your personal safety and the safety of others when working with or around moving equipment and machinery. Always follow proper lockout and tagout procedures, even for a quick or minor repair!

QUIZ

1. **Lockout / Tagout is a procedure designed to protect employees from accidental or unexpected start-up of equipment.**
   - True
   - False

2. **Each company should have its own work procedures and policies in Lockout / Tagout safety procedures.**
   - True
   - False

3. **Once equipment has been isolated and locked out by following the proper steps of Lockout / Tagout, no one should be able to start the equipment.**
   - True
   - False

4. **There are some critics who argue that Lockout / Tagout procedures do not guarantee safety for those working on equipment.**
   - True
   - False

WHAT WOULD YOU DO?

You have just come to work as a probationary apprentice in a busy plant floor to work with experienced Lockout / Tagout co-worker. You have never done this work. He gives you an hour narrative about the procedures coupled with an on -site review. He says "Now you are ready to go" You say nothing but know you are in over your head.
What would you do?

BEFORE THE TALK - TIPS

Before the Meeting Preparation Tips:

- Pass around the attendance sheets.

Be prepared to discuss:

- Safe work practices and policies passed around pertaining to proper Lockout / Tagout safety procedures industry – wide and at your location.
- Proper reporting procedures related to accidents /incidents causing injuries / fatalities including near misses / close calls hazards and concerns at your location.

Other:

- Bring to meeting experienced personal in Lockout / Tagout safety procedures for their perspective on procedures.
- Bring to meeting any employee or worker who was injured due to not following or observing proper Lockout / Tagout procedures.

AFTER THE TALK- *CHECKLIST*

PROVIDED FOLLOW-UP TO WORKERS THAT DID

POORLY ON THE QUIZ
NAME:_____
_____
DATE: _____

OBSERVED WORKERS
TASK(S):_____
_____
DATE: _____

REFRESHER TRAINING
TOPIC(S):_____
_____
DATE: _____

OTHER (DESCRIBE): _____
MEETING DATE:_____
LOCATION: _____

NOTES

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ANSWERS:

1. True
2. True
3. True
4. False

ATTENDANCE

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INSTRUCTOR: _____ **DATE:** _____

SAFETY TALK: _____