

### Lockout/Tagout

Servicing or maintaining machinery and equipment can expose employees to serious injuries or death if not properly locked out. Employees need to be trained on hazardous energy sources, how to control them, and the importance of following company-specific lockout/tagout procedures.

<b>What is Lockout?</b>	
The placement of a single key lock, tag, and where required a lockout device on the energy source of machinery or equipment to ensure zero energy remains in the system.	
<b>When is it Required?</b>	
Lockout must be applied and remain in place when a machine or equipment is serviced, repaired, tested, cleaned, maintained, or adjusted. A tag is part of the lockout process and must be labeled and attached to the lock.	
<b>What Information should be Provided on the Tag?</b>	
<ul style="list-style-type: none"> <li>• Why lockout is required (repair, maintenance, etc.)?</li> <li>• Time of application of the lock/tag</li> <li>• Name of the authorized person who attached the tag and lock to the system.</li> </ul>	

Always follow proper lockout/tagout procedures, even for a quick or minor repair. Lockout is a way to protect yourself and others by ensuring that machinery and equipment remain completely inoperable.

### What is the Danger?

Many serious incidents have occurred when someone believed a machine was safely powered off. Often hidden sources of energy remain present even after the main source has been disconnected. If these hidden sources of energy are not tested during lockout, the machine or equipment may unexpectedly start which can result in electrocutions, amputations, and other serious sometimes fatal incidents.

<b>Basic Steps of Lockout/Tagout</b>	
<p><b>1</b></p> <p><b>Prepare for Shutdown</b> <i>Identify energy sources and notify all affected employees</i></p>	<p><b>4</b></p> <p><b>Lockout/Tagout</b> <i>Authorized employee to attach lock, tag, and lockout device</i></p>
<p><b>2</b></p> <p><b>Shutdown Equipment</b> <i>Turn off equipment</i></p>	<p><b>5</b></p> <p><b>Stored Energy Check</b> <i>Verify hidden energy sources have been controlled or made non-hazardous</i></p>
<p><b>3</b></p> <p><b>Isolation</b> <i>Isolate equipment at source from all energy sources (i.e., water, electricity etc.)</i></p>	<p><b>6</b></p> <p><b>Isolation Verification</b> <i>Double-check equipment is inoperable before servicing by testing.</i></p>



## Safety Tips

- ✓ Ensure you know the hazardous energy associated with your equipment prior to performing any work on it.
- ✓ Only employees who are trained and authorized to perform lockout/tagout should lockout. If you are not authorized to perform lockout/tagout, report to someone who is.
- ✓ Follow lockout procedures that have been developed, including the use of PPE.
- ✓ Ensure you control the accidental release of the energy prior to working on the equipment through lockout/tagout or alternative control measures are developed for specific equipment.
- ✓ Each device or lock can have only one key and one duplicate key accessible only by the worker to prevent accidental removal or tampering
- ✓ Test the energy after you believe it is isolated. This is one of the most overlooked steps and is extremely important. Employees think they have isolated the energy at the source, but it is the wrong source.
- ✓ Never reach into moving equipment. In the blink of an eye, you could have a life-changing injury.
- ✓ Be aware of your personal safety and the safety of others when working with or around moving equipment and machinery.
- ✓ Report any problems associated with existing procedures, equipment, or the process of lockout/tagout.
- ✓ Equipment or tools that do **not** have an energy source (i.e., ladder, hammer, etc.) should be tagged out and removed from service.

## Demonstrate

Provide examples of equipment requiring lockout via walkthrough of the workplace with employees.

Have an authorized person demonstrate a lockout/tagout procedure on a piece of machinery or equipment.

Contact S2SA for additional resources on the development of a lockout/tagout policy and other resources.

## Discussion

What equipment requires lockout/tagout in the workplace?

What is your company's lockout/tagout process?

Where is the lockout box located? Who is authorized to have access?

How do you verify that machinery or equipment has been disconnected from the power source(s)?

What are some reasons why someone would bypass following lockout procedures?

### DID YOU KNOW?

The only person who can remove a lock is the person who locked out the machine or equipment. The employer may designate a competent person to remove lock in the event of emergency or if that worker is unavailable.



**Manitoba Workplace Safety and Health Act and Regulation**

Part 16 – Machines, Tools and Robots – Subsection 16.14 - Lockout

CSA Z460-13 – Control of Hazardous Energy - Lockout and Other Methods

**Workers Involved in this Safety Talk**

**Date:** \_\_\_\_\_

Name	Signature

Name	Signature

**Notes**

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