

LOCKOUT

Lockout ensures hazardous energy sources are controlled by workers requiring protection during work activities. Lockout often involves workers using a padlock to keep a switch in the OFF position or to isolate the energy of moving parts.

- 1 **Basic Steps to Lockout**
- 2 **Forms of Energy**
- 3 **Tagging Locks**



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LOCKOUT



There are four basic actions in any lockout:

1. Identify all energy sources connected with the work.
2. De-energize, disable, redirect or stop all energy from doing what it normally does.
3. Apply restraint devices (eg. lock, scissors, chain or block) to keep the system from starting up while you work on it.
4. Confirm a zero-energy state is reached.

Forms of energy that you must lock out include:

Electrical	Mechanical
Hydraulic	Pneumatic
Thermal	Chemical
Potential (stored energy, such as in suspended loads)	

It's not always easy to identify every energy source. Machines or systems usually contain several forms of it. For instance, a press may be hydraulically powered but electrically controlled. Locking out the hydraulic power is not enough nor is just locking out the electricity. Gravity can still cause a raised arm to drop. There may also be potential energy stored in pistons, plates or springs. To identify energy sources, you may need to trace wiring, lines and piping in and out of the equipment. Specifications, drawings, operating manuals and similar information will also help.

Tagging Locks

A lockout lock is your personal lock that can only be opened with your key. Once you apply the lock or restraint device, you may need to tag it.

The tag should include the following information:

- Who you are
- Why the machine or system is locked out
- The date when the lock was applied

Once each energy source has been locked, test all the equipment to verify a zero-energy state.

Review and follow specific procedures for lockout and if you have any questions talk to your supervisor.

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