OVER ▶

LOCKOUT / TAGOUT BEFORE YOU REACH IN

When a machine is turned off, it can be easy to assume everything is safe, especially when the line has stopped, the machine is quiet and nothing is moving. But *off* does not mean *safe*.

Even when equipment is shut down, energy can still be present in air lines, hydraulic systems, springs, gravity, electrical systems, hot surfaces or stored pressure. Before anyone reaches in, clears a jam-up, removes a guard, cleans, adjusts or troubleshoots, the equipment MUST be locked out and zero energy verified.

"I TURNED IT OFF" IS NOT THE SAME AS VERIFIED ZERO ENERGY.

- THE DIFFERENCE BETWEEN OFF AND ZERO ENERGY
- WHY STORED ENERGY STILL MATTERS
- WHAT TO DO BEFORE YOU REACH IN

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LOCKOUT / TAGOUT BEFORE YOU REACH IN

THE DIFFERENCE BETWEEN OFF AND ZERO ENERGY

- Turning a machine *off* usually means the stopping it using a button, switch, touchscreen or other operating control. But these controls can fail, be reset or can be reactivated by someone else.
- *Zero Energy* means all hazardous energy sources have been isolated, locked out, released, controlled and verified.
- Never assume a machine is safe just because it is quiet or not moving.
- The real question is not *"Is it off?"* ... it's *"Has it been locked out and verified?"*

WHY STORED ENERGY STILL MATTERS

- Hazardous stored energy can remain even after a machine is turned off. This may include electrical charge, air pressure, hydraulic pressure, spring tension, gravity, heat, moving parts or product under pressure.
- A jammed conveyor, stuck part, raised machine component or pressurized line can release energy without warning when touched.
- When stored energy is released or equipment unexpectedly starts up, it can cause serious injuries like crushes, cuts, burns, shocks, amputations or even fatalities. That is why lockout more than just stopping the motor, it is critical to control every energy source that could cause harm.

WHAT TO DO BEFORE YOU REACH IN

- **Stop:** Do not reach in, clear a jam-up, clean, adjust or troubleshoot until the equipment is safe and free hazardous energy.
- **Notify:** Let affected workers know the equipment is being locked out.
- **Isolate:** Shut off and isolate all energy sources that could move, start, heat, pressurize or release energy.
- **Lockout:** Apply the required lockout devices using site procedures.
- **Release stored energy:** Bleed, block, lower, discharge, restrain or otherwise control any stored energy.
- **Verify:** Confirm the machine cannot start or move before anyone places any part of their body in the hazard area.
- **Speak up:** If the lockout step is unclear, stop and ask before continuing.

REMEMBER

Before reaching into any equipment, make sure it has been properly locked out and verified at zero energy.

If it can start, move, drop, release energy, become pressurized or shock, it can injure. Lock it out, verify it, then begin the work.

Guards Off / Hands Off Series

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