

1 - The definitions pertaining to this standard are found at the end of this guide. Every energized machine or equipment should be identified along with its location, type of energy, magnitude of energy and energy isolating device by using the document attached. Use this document when servicing or performing maintenance on machines or equipment.

2 - When you are working on cord and plug connected electric equipment where the exposure to the hazards of unexpected energization or start up of the equipment is controlled by the unplugging of the equipment from the energy source and where the plug is under the exclusive control of the employee performing the servicing or maintenance, no additional lockout/tagout procedures are necessary.

3 - If an energy isolating device is not capable of being locked out, a tag out system must be utilized.

4 - Each employee involved with the locking out or tagging out of machinery and/or equipment must have their own locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware provided by the employer for isolating, securing or blocking of machines or equipment from energy sources.

5 - Lockout devices and tagout devices must be singularly identified and be the only device(s) used for controlling energy.

6 - Lockout devices and tagout devices must not be used for other purposes.

7 - Lockout devices and tagout devices must indicate the identity of the employee applying the device.

8 - You cannot conduct a periodic inspection of the energy control procedure on your own self. A periodic inspection must be performed by an authorized employee other than the one(s) utilizing the energy control procedure being inspected.

9 - Whenever you conduct a periodic inspection, it is for the purpose of correcting any deviations or inadequacies identified.

10 - Where lockout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employees responsibilities under the energy control procedure being inspected.

11 - Where tagout is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized and affected employee, of that employees responsibilities under the energy control procedure being inspected, and the elements regarding the use of tagout systems.

TAGS

12 - Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.

13 - When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed,

ignored, or otherwise defeated.

14 - Tags must be legible and understandable to all authorized employees, affected employees, and all other employee whose work operations are or may be in the area, in order to be effective.

15 - Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.

16 - Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

LOCKOUT/TAGOUT

17 - Lockout or tagout shall be performed only by the authorized employees who are performing the servicing or maintenance.

18 - Affected employees must be notified by the employer or authorized employee of the application and removal of lockout devices or tagout devices. Notification must be given before the controls are applied, and after they are removed from the machine or equipment.

THE APPLICATION OF ENERGY CONTROL (LOCKOUT OR TAGOUT) MUST INCLUDE THE FOLLOWING ELEMENTS AND BE DONE IN THE FOLLOWING SEQUENCE:

19 - Before an authorized or affected employee turns off a machine or equipment, the authorized employee shall have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the method or means to control the energy.

20 - The machine or equipment must be turned off or shut down using the procedures established for the machine or equipment. An orderly shutdown must be utilized to avoid any additional or increased hazard(s) to employees as a result of the equipment stoppage.

21 - All energy isolating devices that are needed to control the energy to the machine or equipment must be physically located and operated in such a manner as to isolate the machine or equipment from the energy source(s).

22 - Lockout or tagout devices shall be affixed to each energy isolating device by authorized employees.

(A) Lockout devices, where used, must be affixed in a manner that will hold the energy isolating devices in a safe or off position.

(B) Tagout devices, where used, must be affixed in such a manner as will clearly indicate that the operation or movement of energy isolating devices from the safe or off position is prohibited.

- Where tagout devices are used with energy isolating devices designed with the capability of being locked, the tag attachment must be fastened at the same point at which the lock would have been attached.
- Where a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.

23 - Following the application of lockout or tagout devices to energy isolating devices, all potentially hazardous stored or residual energy must be relieved, disconnected, restrained, and otherwise rendered safe.

24 - If there is a possibility of reaccumulation of stored energy to a hazardous level, verification of isolation must be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.

25 - Prior to starting work on machines or equipment that have been locked out or tagged out, the authorized employee must verify that isolation and deenergization of the machine or equipment have been accomplished.

26 - Before lockout or tagout devices are removed and energy is restored to the machine or equipment, procedures must be followed and actions taken by the authorized employee(s) to ensure the following:

- The work area must be inspected to ensure that nonessential items have been removed and to ensure that machine or equipment components are operationally intact.
- The work area must be checked to ensure that all employees have been safely positioned or removed.
- Affected employees must be notified that the lockout or tagout devices have been removed before the lockout or tagout devices are removed and before machines or equipment are energized.

27 - Each lockout or tagout device must be removed from each energy isolating device by the employee who applied the device, except:

(A) When the authorized employee who applied the lockout or tagout device is not available to remove it and verification is made by the employer that the authorized employee who applied the device is not at the facility; and

(B) all reasonable efforts to contact the authorized employee to inform him/her that his/her lock out or tagout device has been removed; and

(C) that the authorized employee has this knowledge before he/she resumes work at that facility.

TESTING OR POSITIONING OF MACHINES, EQUIPMENT OR COMPONENTS THEREOF:

28 - In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device and the machine or equipment energized to test or position the machine, equipment or component thereof, the following sequence of actions must be followed:

- Clear the machine or equipment of tools and materials that are nonessential.
- Remove employees from the machine or equipment area to a safe position.
- Remove the lockout or tagout devices, advising the affected employees that they are removed.
- Energize and proceed with testing or positioning.

-
- Deenergize all systems and reapply energy control measures according to proper lockout/tagout rules to continue the servicing and/or maintenance.