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Multifamily Risk Management Group
professional approach… professional results

THE SAFETY OBSERVER

Safety Information for Employees

LOCKOUT / TAGOUT

The common term Lockout/Tagout is referred to under the OSHA standard as "Control of Hazardous Energy Source". It is the process in which a worker locks the supply of energy from machinery or equipment as it is being serviced, and displays a tag that provides who and where the work is being performed. All associates are to implement Lockout/Tagout procedures any time they are going to perform service to energized machinery or equipment.

Residual energy is a form of stored energy that exists after an energy supply is disconnected. Residual energy must be released or "dissipated." Once the supply of energy is locked out, follow these steps to dissipate any residual energy:

- Visually inspect the equipment to ensure all moving parts have stopped turning, moving, or rotating.
- Release the tension or block the movement of compressed springs or of any spring-driven parts.
- Check all elevated equipment to make sure it is secured into place.
- Block machine parts that could operate or fall from loss of hydraulic or pneumatic pressure, bleed the lines, and leave all vent valves open.
- Dissipate hazardous thermal energy, which is extreme cold or heat that could injure employees. For instance, water heaters and boilers contain thermal energy.
- Check all circuits with a meter to ensure power has been turned off.

After a Lockout/Tagout device is installed, test the system to make certain there is no hazardous energy that could reach the area where work is being performed. To verify the Lockout/Tagout process was successful, follow these simple steps:

- Make absolutely certain that other employees or residents are not in the areas you are about to test.
- Attempt throwing the switch or breaker where the Lockout was installed. This is to confirm that the power cannot be activated while it is locked.
- To make sure you have locked out the correct area, try pressing all start buttons switches, or activating devices on the equipment being worked on.
- Test all electrical lines on the equipment with a voltmeter or other testing device.

REMOVAL OF THE LOCKOUT/TAGOUT DEVICE

All service work must be complete before removing a Lockout/Tagout device. If there is a change in the shift, or an employee is releasing responsibility to another worker, the Lockout/Tagout device must stay in place until the new worker is ready to put a new Lockout/Tagout device into place. With the exception of an emergency, only the person who installed the Lockout/Tagout device is authorized to remove it.

When the equipment is ready for the power supply to be activated, everyone in the area must be informed that the power is about to be turned on. This will prevent anyone from attempting to make any adjustments while power is being re-connected.

Make sure all controls on the equipment being serviced are turned off or in a neutral position before reactivating the power supply. This will prevent the equipment from automatically starting when the lock is removed.

After the work is complete and all locks have been removed, it is mandatory that the tag be removed, attached to the original work order, and turned in. All completed work orders that involved a Lockout/Tagout must be turned in, and must be accompanied by the tag that was used.