

LOCKOUT/TAGOUT

Below are guidelines for lockout/tagout by Authorized Employees. These are the basic step-by-step rules that should be followed to prevent the unexpected energization, start-up or release of stored energy that could cause injury to anyone working on the equipment. A complete copy of the Parkway North Center lockout/tagout program is available in the Chief Engineer's office. All contractors are additionally required to have their own lockout/tagout program.

TURN OFF THE EQUIPMENT AND DISCONNECT ENERGY SOURCE.

STEP 1 Locate and identify all switches, valves and other devices that will have to be locked and/or tagged. More than one energy source may be involved.

LOCK OUT ENERGY SOURCES

STEP 2 Use a lock to prevent the flow of energy from being restored. Test the disconnect to be sure it cannot be closed. Use your own lock. Never borrow someone else's or lend yours to anyone.

TAG OUT AT THE DISCONNECT POINT

STEP 3 Use a tag to identify who is responsible for restoring energy.

RELEASE RESIDUAL ENERGY

STEP 4 Place equipment in zero mechanical mode state (ZMS), as in, which the possibility of an unexpected mechanical movement has been reduced to a minimum.

Remember that some equipment does not run on electricity alone (i.e., air in hose under pressure, unsecured machine parts).

TEST EQUIPMENT

STEP 5 After completing steps 1 – 2, turn the start switch on to ensure proper circuit has been de-energized. Then turn switch back to the off position.

RESTORE ENERGY SAFELY

STEP 6 When you are finished working, ensure all guards are in place, all tools are picked up and all workers are aware and are safely out of the way before energizing circuit.

ALL OF THESE STEPS ARE IMPORTANT. FOLLOW THEM EVERY TIME YOU HAVE TO CLEAN, REPAIR, SERVICE, INSPECT OR CLEAR EQUIPMENT. FAILURE TO DO SO COULD RESULT IN INJURY OR DEATH!

I understand and recognize the importance of the Lockout/Tagout program and have received instruction on the guidelines and rules thereof. I will comply with the Lockout/Tagout program of Parkway North Center and of my company.

NAME: _____ DATE: _____

COMPANY: _____

BMG CHIEF / ASST. CHIEF ENGINEER: _____

DATE: _____

LOCKOUT/ TAGOUT
EQUIPMENT ISOLATION

Lockout/Tagout Procedure for:

(Property Address)

(Specific Equipment to be Maintained/Service)

Date of Proposed Maintenance/Service: _____

Proposed Contractor/Vendor: _____

Purpose

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

Compliance with this Program

All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout. The authorized employees are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment, which is locked out to perform servicing, or maintenance, shall not attempt to start, energize, or use that machine or equipment.

Sequence of Lockout

- _____ (1) Notify all affected employees that machines or equipment will be shut down. List the names and job titles of affected employees and how to notify.
- _____ (2) Authorized employee will refer to lockout/tagout procedures and discuss magnitude of the energy that machine/equipment utilizes, the hazards of the energy, and discuss the methods to control the energy.
- _____ (3) If the machine or equipment is operating, shut it down by the normal stopping procedure (i.e. depress stop button, open switch, close valve, etc.)
- _____ (4) De-activate energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- _____ (5) Lock out the energy isolating device(s) with assigned individual lock(s). When it is physically impossible to use a lock then a Tag is absolutely essential.

- _____ (6) Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- _____ (7) Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.

Caution: Return operating control(s) to neutral or “off” position after verifying the isolation of the equipment.

Method of verifying the isolation of the equipment

The machine or equipment is now locked out.

“Restoring Equipment to Service” : When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:

- _____ (1) Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- _____ (2) Check the work area to ensure that all employees have been safely positioned or removed from the area.
- _____ (3) Verify that the controls are in neutral.
- _____ (4) Remove the lockout devices and re-energize the machine or equipment.
Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.
- _____ (5) Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

Authorized Employee

Date / Time