



# #5 LOCK-OUT/TAG-OUT

## Talk Leader Instructions:

*This is background information ONLY. Be sure to customize to your operation and facilities.*

- ✓ Print copies of this sheet for yourself and each of the participants.
- ✓ Lead a discussion with your workers about the materials on this sheet at a location that is appropriate to the topic. Be sure to give real life examples whenever possible.
- ✓ Be open to questions.
- ✓ Conclude with a brief review of the main points or a summary based on the discussion.
- ✓ Fill in your operation name, location and the date on your sheet. Have each worker sign your sheet to confirm their attendance.
- ✓ File your sheet in your worker training records to document the training experience.

## WORK ACTIVITY

There are many types of potentially hazardous energy including electrical, thermal, chemical, pneumatic, hydraulic, mechanical and gravitational energy. Lock-out / tag-out is a way to make sure electricity or other energy is not turned on (or released) while someone is working on machinery. Turning off a power switch is not enough. You must de-energize to prevent equipment from starting or moving. Release stored energy, for example, bleed air from a pneumatic hose, and test to make sure the energy is off before doing installations, repairs or maintenance.

## PROCEDURE

### 1. Review SOP

Review the complete Standard Operating Practices for this work at least every year or at the start of the season when you will be doing this type of work.

### 2. Notification

Tell all equipment operators, co-workers and supervisors that power is being disconnected or isolated.

### 3. Identify the energy sources and isolate them

Prior to beginning work on any piece of equipment that could start-up, remove or release stored energy. To neutralize stored energy – release or block off all parts under tension or pressure; wait for temperatures to go down; disconnect, drain or vent to clean out the system.

### 4. Test the controls

Verify that all potential energy sources have been eliminated from the machine or equipment by testing the equipment to ensure that it is in fact de-energized. Test circuits for electricity. Check switches and valves are turned off. Check gauges for zero pressure. Turn the operating controls on to see if the main energy is still getting through. Turn them off again.

### 5. Lock and tag

Then lock out any valve, switch, breaker or other control that supplies energy to the equipment. Next, attach a dated and signed tag that indicates the reason for the lock-out. *(cont'd on page 2)*

## BACKGROUND

Improper or failure to use lock-out / tag-out procedures may result in property damage, injury or death. Only authorized and trained employees may engage in tasks that require use of lock-out / tag-out procedures, however ALL employees must know what the lock-out / tag-out program is and not to touch any machine, equipment or energy source that has been locked or tagged out.



# #5 LOCK-OUT/TAG-OUT PAGE 2

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A minimum of one lock must be installed **per person** working on the piece of equipment. For a printable tag go to: <http://www.casa-acsa.ca/content/print-lock-out-tag>

### 7. Return to service

Test the equipment operation to ensure no further work is needed. Be sure all tools, mechanical restraints and electrical devices have been removed. Warn all co-workers that you are about to restart the equipment and ensure no one is near it.

### 8. Remove locks and tag

Locks and tags must be removed only by the person who installed them. That person must be satisfied that it is safe to re-start the equipment.

## EMERGENCY PROCEDURES / CONTACTS

In case of emergency, call 911 or your local emergency services, then immediately contact your supervisor.

## MORE RESOURCES

Lockout Procedures: Occupational Health and Safety Guidelines for Farming Operation in Ontario  
[http://www.labour.gov.on.ca/english/hs/pubs/farming/gl\\_lockout.php](http://www.labour.gov.on.ca/english/hs/pubs/farming/gl_lockout.php)

### COMMENTS / SUGGESTIONS:

Operation Name \_\_\_\_\_

Location \_\_\_\_\_

Meeting Leader \_\_\_\_\_

Date \_\_\_\_\_

### TOOLBOX TALK PARTICIPANTS

Print name \_\_\_\_\_ Signature \_\_\_\_\_

Print name \_\_\_\_\_ Signature \_\_\_\_\_

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