

TOOL BOX TALKS

Company Name: _____

Plant Location: _____

Date: _____

Topic Title: Lockout/Tagout General Procedures

Purpose

- The purpose of Lockout/Tagout is to prevent the unintended release of hazardous energy.
- Failure to follow the procedures for Lockout/Tagout could lead to the serious injury or death of an employee.
- Hazardous sources can be electrical energy, potential energy, gravity, hydraulics, pneumatics, etc.
- Affected employees do not perform Lockout/Tagout, but they should be aware of the procedure, and know to leave the equipment alone.
- Authorized employees are permitted to perform Lockout/Tagout in accordance with the procedures for the equipment.

General Requirements

- Procedures for Lockout/Tagout are required *unless*:
 - the machine has no stored or residual energy, **and**
 - the machine has a single energy source that can completely de-energize the equipment, **and**
 - the machine is isolated and locked out during service or maintenance, **and**
 - the lockout device is in the exclusive control of the authorized employee, **and**
 - no other hazards exist for employees, **and**
 - there have been no accidents involving the release of energy on this equipment.
- The procedures for Lockout/Tagout *must* ensure:
 - they are performed by an authorized employee only, **and**
 - all affected employees are notified, **and**
 - the power sources are identified, **and**
 - the equipment is shut down in the normal manner, **and**
 - the power source is de-energized.
- Never tamper with or remove a lockout device or tag when in place.
- Do not start or attempt to energize equipment that is locked out or tagged.
- Stay clear of all equipment, machines or sources of energy that are locked out or tagged out.



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Additional Items Covered: As noted below None

Presented by: _____

Name

Title

Attendance: _____

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Topic Title: Lockout/Tagout Procedures for Authorized Employees

General Procedure for Lockout

- Place the Lockout/Tagout device on the power source to keep it in the de-energized state.
- Test the equipment for potential energy.
- Place all controls in the neutral or off position.
- Perform maintenance or servicing as necessary.
- Note:** If two or more people perform the maintenance or servicing, use a gang lockout device and have each authorized employee attach his/her own lock.

General Procedure for Removal of Lockout Device

- Clear all tools from the equipment.
- Verify that the switches are in the off or neutral position.
- Make sure all employees are clear of the equipment.
- Make sure all guards are in place.
- Have authorized employees remove their own locks.
- Return the isolating device to the on position.

Removal of Another Employee's Lockout Device

- When an employee cannot remove his/her own lock and the equipment must be re-energized, the following steps must be taken:
 - Make a reasonable attempt to contact the employee regarding the need to remove the lock.
 - Follow all of the lockout device removal procedures.
 - The lock may then be removed under the direction of the highest ranking employee at the plant.
- Upon the authorized employee's return to work, he/she must be notified immediately of the removal of the lockout device.



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