



LOCKOUT - TAGOUT OVERVIEW

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Businesses must have a procedure that minimizes unauthorized or unexpected starting of equipment, energizing or circuits, or opening of valves or isolation devices, in any way which may injure people or damage equipment. Compliance with the law ([OSHA Act 29CFR1910.147](#)) is required.

- 1) **Who Applies Locks and Tags** – The lock/tag will be placed by operators or maintenance personnel, or both, as appropriate for their protection. When the energy-isolating devices are not lockable, tagout may be used, prior to performing maintenance on that machine or equipment. **Each employee must attach his or her own lock or tag before proceeding to work.** On mobile equipment such as loaders, dozers, etc., one means of doing so is to lock the door and keep the key in your pocket. This works only if there are no other keys that can open the door and start the equipment, however. The fundamental rule is that no device or equipment to which a lock or tag is attached is to be operated.

- 2) **Locking Out Mechanical Equipment** – When maintenance is required on mechanical devices powered by diesel fuel, gas, or other energy sources, all connected clutches, control levers, valves, etc. must be locked out or tagged out using the following procedure:
 - Equipment operators are responsible for shutting off the engine, lowering attachments, closing valves, applying articulation locks, etc.
 - Try to activate the start button and controls to make certain the equipment will not run.
 - Lock or tag the equipment.
 - If more than one person will be working on repairs, both should apply their own separate locks.
 - Notify supervisor.
 - Complete the work assignment; replace all guards if any were removed from the equipment.
 - Each person removes their own lock or tag.
 - Notify supervisor when work is completed.

- 3) **Locking Out Electrical Equipment** – Follow this procedure to lock/tagout electrical equipment – in a shop or maintenance room, for example.
 - Notify supervisor.
 - Shut down equipment.

Please follow equipment manufacturers' recommendations for safe operation and maintenance procedures.

- Close circuit in breaker box and lock and tag breaker.
- After locking out or tagging out, make sure the equipment is clear of any personnel, and then try to start the equipment or energize the switch (try turning it on or off.) Do not proceed until you are sure no power is going through the circuit.
- If more than one person will be working on repairs, both should apply their own separate locks.
- Complete the work assignment; replace all guards if any had been removed.
- Each person removes their own lock or tag.
- Notify supervisor of job completion.

See [OSHA 3120](#) "Control of Hazardous Energy (Lockout/Tagout).