

## Training Module: Lockout and Tagout

**Objective:** To be able to properly lockout and tagout equipment.

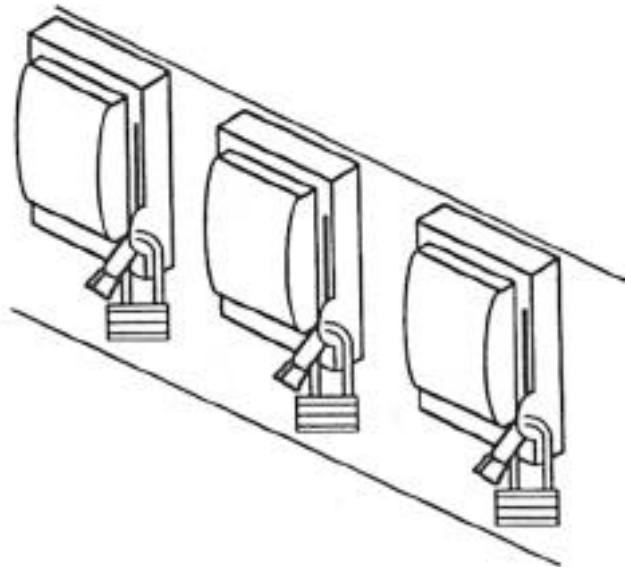
**Trainer's Note:** If the employees are not familiar with the terms, it may be necessary to define them. An entire demonstration could be shown on locking out and tagging out a piece of equipment. Follow the procedure for lockout/tagout and adapt to fit various jobs.

### Background

To **lockout** means to place a lock on a device that prevents the release of energy. Locking out is intended to prevent the unexpected start-up or energizing of machinery and equipment during service and maintenance operations.

To **tagout** means to place a tag on a switch or other shut off device which warns others not to start the piece of equipment. Tagout should only be used with lockout, unless locking out the equipment is impossible.

Equipment should be locked out while being repaired. Accidents which occur because machinery that is being repaired and not locked out often result in serious injuries like amputations, fractures, and even death. Locking out and tagging power at its source is important while repairing or adjusting machinery because it ensures that power does not reach the machinery. For example, locking out the power to the augers in grain bins whenever they must be entered.



### Lockout/Tagout Procedures:

- Notify all affected employees that a lockout/tagout procedure is ready to begin.
- Turn off the equipment at the control panel.
- Turn off or pull the main disconnect. Be sure all stored energy is released or restrained.
- Check all locks and tags for defects.
- Attach your safety lock or tag on the energy isolating device.
- Try to restart the equipment at the control panel to ensure that it is secured.

- Check the machine for possible residual pressures, particularly for hydraulic systems.
- Complete the repair or servicing work.
- Replace all guards on the machinery.
- Remove the safety lock and adapter.
- Let others know that the equipment is back in service.

### **Common mistakes in lockouts:**

- Leaving keys in the locks.
- Locking the control circuit and not the main disconnect or switch.
- Not testing the controls to make sure they are definitely inoperative.

### **Review the Following Points**

- Equipment should be locked out while being repaired.
- Lockout means to place a lock on a device that prevents energy release.
- Tagout means to place a tag on a switch or other shut off device that warns not to start that piece of equipment.
- Make sure to remove keys from the locks.
- Lock the main switch.
- Test the controls to make sure they are definitely inoperative.
- Replace all guards on the machinery after servicing.

**True or False Answer Key**  
1. T, 2. T, 3. F, 4. T, 5. T

## **Lockout and Tagout Quiz**

**True or False**

**Name** \_\_\_\_\_

- |   |   |   |
|---|---|---|
| 1. To lockout means to place a lock on device that will prevent the release of energy.                                      | T | F |
| 2. To tagout means to place a tag on a switch or other shut-off device warning others not to start that piece of equipment. | T | F |
| 3. Equipment doesn't need to be locked out while being repaired.  | T | F |
| 4. Never leave the key in the lock when "Locking out".  | T | F |
| 5. Always test the controls in a lockout to make sure they are definitely inoperable.                                       | T | F |