



Worksite: \_\_\_\_\_ Instructor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

## Topic C029: Lockout, Blockout, Tagout

**Introduction:** Failure to **Lockout, Blockout, Tagout** machinery and equipment before working on it is a major cause of serious injury. **Lockout, Blockout** means that any energy source – whether electrical, hydraulic, mechanical, compressed air, or any other source that might cause unexpected movement – must be disengaged or blocked, and electrical sources must be de-energized and “locked” or positively sealed in the **OFF** position. Even a locked-out machine may not be safe if there are parts of the machine that are not “blocked” to prevent inadvertent movement.

**Lockout** places a device such as a keyed or combination lock, or a bolted securing cover to ensure that energy cannot be transmitted to a system to allow movement or energizing of that system.

**Blockout** physically restrains a part or mechanical system to prevent movement totally or in a direction which would pose a danger to personnel. Restraints may be by pinning, bolting, use of a restraining arm, blocking, or any method which will not slip or move until intentionally removed.

**Tagout** means to place a “**Warning/Danger: Do Not Operate**” tag on the locking mechanism attached to the disabled equipment. **DO NOT USE TAGS ALONE!** Use tags or signs in addition to locks. Tags must state the reason for the lockout, the name of the employee who is working on the equipment, how that person may be reached, and the time the tag was put in place.

**The best way** to put into practice an effective **Lockout, Blockout, Tagout** program is to first prepare a written, standardized operating procedure, then carry out the necessary training and responsible supervision.

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**The applicable Lockout, Blockout, Tagout procedure should be used for any activities such as:**

Construction, installation, set-up, modifications, maintenance, repair, servicing, or inspection

**These steps should be followed in this order to ensure that the Lockout, Blockout, Tagout procedure will be properly employed:**

**Prepare** to shut-down; stop feed, allow all product to discharge, empty, etc.; **Initiate** and verify shut-down; **Disconnect** or isolate equipment, or machine from other systems.; **Apply** the appropriate **Lockout, Blockout, Tagout** device; **Release** stored energy; electrical charge, pneumatic or hydraulic pressure, etc.

**Lockout, Blockout** devices should be painted or otherwise marked for high visibility. If more than one shift is involved in the work being done, the authorized person should remove his **Lockout** device and at the same time the authorized person from the succeeding shift should install their own **Lockout** device to ensure continuous protection. Tagout the locking device as soon as it is placed in position to identify the device and warn of the inoperable conditions.

**These steps should be followed in this order before re-energizing equipment or machinery:**

Clear the equipment or machinery of all tools and materials; make sure all employees are clear and notified of intent or re-start; Remove **Lockout, Blockout, Tagout** device; Verify all personnel are clear; Start-up equipment or machine

**Conclusion:** Careful attention to the above described **Lockout, Blockout, Tagout** procedures will help keep everyone safe when maintenance and repair operations are being performed on equipment and machinery.

**Employee Attendance:** (Names or signatures of personnel who are attending this meeting)

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*These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.*