



# Lockout/ Tagout Deenergizing and Reenergizing Equipment

## Deenergizing & Reenergizing Equipment

### Overview

If you operate or use machinery or equipment to which lockout/tagout is applied or work in an area where lockout/tagout is performed, you need to understand:

- ▲ The procedures involved in lockout/tagout.
- ▲ The reasons for lockout/tagout.
- ▲ The dangers involved with interfering with lockout/tagout.

The procedure contains steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy. An orderly shutdown must be used to avoid any additional or increased hazards when the equipment is stopped.

Each machine or piece of equipment should have its own lockout/tagout procedure, containing steps for shutting down, isolating, blocking and securing the control of the hazardous energy.

The procedure should also have steps to test and verify the effectiveness of the lockout/tagout devices and other energy control measures.

### Deenergizing Procedure

Every power source has its own procedure for lockout. A lockout can be accomplished by pulling a plug, opening

a disconnect switch, removing a fuse, closing a valve, bleeding a line or placing a block in the equipment.

### General Procedures for Deenergizing

Inform all affected employees of the impending shut down.

- ▲ Shut down the machine by following the normal method for shutdown.
- ▲ Turn off the energy at the main source of power.
- ▲ Using unique locks, lockout all the energy sources involved.
- ▲ Release and/or relieve all sources of stored energy. Turn the machine back on to confirm that the power source has been deactivated.
- ▲ Attempt to restart the machine to guarantee that the power is shut off, then return the switch to the off position.

If several people must work on the same piece of equipment, each one must apply his or her own lock. Use a multiple lockout device that can accommodate several locks at once.

### Personnel Changes or Shift Changes

Generally, if a piece of equipment is locked out at shift change, the person on the next shift must apply his lock before the employee who is leaving can remove his.



*There are many types of lockout devices for every need. This one covers the handle and then locks can be applied to it.*



*Having the appropriate lockout device is important to do the job correctly. The lockout/tagout program was developed to save lives. All affected workers should be trained on the importance of the program and must follow procedures.*

# SAFETY TRAINING SIGN-IN SHEET



When multiple people are working on the same piece of equipment, each one must apply a lock and tag.

This means that all workers are protected from an accidental start-up.

When shift changes the employee that is coming on shift must attach his lock before the employee who is leaving may remove his lock.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Subject: Lockout/Tagout: Deenergizing and Reenergizing Equipment

The following employees participated in this training. Sign and print your name.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

## Reenergizing the Equipment

Lockout/tagout is the procedure for shutting down, isolating, blocking and securing machines and equipment to control hazardous energy. The procedure also includes steps for putting the equipment back into service.

### General Reenergizing Procedure

When putting equipment back into service, follow the proper reenergizing procedures to ensure the health and safety of all workers. These include:

- ▲ Only the person who applied the lock or tag may remove it and reenergize the machine.
- ▲ Remove all tools from the area.
- ▲ Replace the safety machine guards to their positions before the equipment is reenergized.
- ▲ All employees must be safely positioned or removed from the area before lockout/tagout devices are removed and the machine reenergized.

- ▲ Affected employees must be notified by the employer or authorized employee of the application and removal of lockout and tagout devices.
- ▲ Notification must be given after the controls are removed and before the machine or equipment is started.

### Lockout Devices:

- ▲ Must be durable and substantial.
- ▲ Must be standardized for ease of recognition.
- ▲ Must identify the person who applied it.
- ▲ Cannot be used by anyone other than the person they are assigned to.

### Tags:

- ▲ Must be durable and substantial.
- ▲ Must be standardized for ease of recognition.
- ▲ Must have a non-reusable, self locking attachment with an unlocking strength of 50 pounds or more.

## QUIZ

True or False

1. Every power source should have its own procedure for lockout. T or F
2. A multiple lockout device can be used when more than one person will be working on the machine or equipment. T or F
3. Employees are responsible to follow safety lockout/tagout procedures. T or F
4. Employees should cut locks off if the person who applied it has gone home. T or F
5. Lockout devices should be specialized locks that are recognizable. T or F
6. A tagout tag must be able to withstand at least a 50 pound pull before unlocking. T or F

1. T, 2. T, 3. T, 4. F, 5. T, 6. T