

Town of North Yarmouth- Standard Operating Guidelines Department of Labor	Code: DOL-4
Hazardous Energy Control – Lock Out Tag Out	
Developed: 12/19/2014 Authorization: <i>GAP</i> Reviewed: 09-27-2021 Pages: 10	

FIRE RESCUE

A. PURPOSE

The purpose of this program is to protect employees of the Town of North Yarmouth from injuries while servicing and maintaining equipment or at an incident and may be used in conjunction with other Town safety policies.

B. SCOPE

The program establishes requirements for hazardous energy control. It is to be used to ensure that machines and equipment are isolated from all potentially hazardous energy sources whenever servicing or maintenance activities are in progress.

C. Common Terms

Authorized Employees are employees who perform work that exposes them to accidental startup or release of hazardous energy. They must be thoroughly trained in all aspects of Hazardous Energy Control Program.

Affected Employees work around or operate equipment that is placed under Hazardous Energy Control, but do not do any work requiring Hazardous Energy Control. They must be trained not to attempt to operate equipment that they have been notified is under Hazardous Energy Control and to recognize the hazardous energy control devices used in your program as safety devices. This shall include members of the Call Department.

Other Employees do not use Hazardous Energy Control or normally work around secured equipment. They include office staff and vendors/visitors. Since these employees are usually few in number in a municipal government and may occasionally travel through areas where equipment is under Hazardous Energy Control, you may consider just training them as “Affected”.

Energy Isolation Devices are switches, breakers, and valves etc. used to actually shut off and isolate hazardous energy.

Padlocks. Each employer **MUST** standardize their safety locks by brand, color, shape, or label etc. so that they are readily recognizable as safety lockouts. No other type of lock can be used for lockout, and lockout locks may not be used for any other purpose, such as toolbox security. Locks should be individually keyed.

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Lockout Tags must be provided, or all “tag” information must be affixed to each lock using a label. If tags are chosen, then the grommets must be large enough for a lock shackle to pass through. A safety seal with a minimum 50 pound pull shall be used when the equipment is not capable of taking a lock. Tags and labels must be constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible. As with locks, tags or labels must be standardized for your workplace.

The minimum information that shall be on a tag or lock label is:

- The word “**DANGER**”

- Wording that indicates that someone’s safety is in jeopardy if it is overridden- such as “**DO NOT START**” or “**LOCKED OUT**”

- The employee’s name that it represents and protects.

A tag is not required when used in conjunction with a padlock as long as the minimum information as addressed above is identified on the padlock.

Lockout Hasps are attached to lockout points to allow multiple employees to lock out.

Written Hazardous Energy Control Program Procedures, specific to each piece of equipment are generally required. They should identify the types of hazardous energy present and contain specific procedures for proper shut down, isolation, and testing. There is a specific exception to being required to have a written Hazardous Energy Control procedure for equipment that has a single readily identifiable energy source and isolating it is the only step required for Hazardous Energy Control.

D. RESPONSIBILITY

1. The Fire Chief or his/her designee is the Program Coordinator for the Town of North Yarmouth. Specific responsibilities include:
 - a. Provide Hazardous Energy Control training to employees.
 - b. Maintain a current listing of employees who have completed lockout/tag out hazardous energy training.
 - c. Maintain a current listing of all equipment/machines that are identified within the Hazardous Energy Control Program. The listing is to be updated each time a change occurs or annually with the review of the program.
 - d. Implement and enforce this program.
 - e. Maintain an adequate supply of padlocks and DANGER tags for use each time a lockout process is performed.
 - f. The lockout/tag out kits are located:
 1. At the Fire Rescue Department: E-51 & Sq-57
 2. At Public Works: Each Employee is assigned his or her own lock and a kit in the Public Works Directors Vehicle

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- g. Conduct the annual inspection and review as required by this program.
2. The Fire Rescue Chief is responsible for the effective use of this program in the fire station and to see that all required procedures are followed in every instance.
3. The Public Works Director is responsible for the effective use of this program at the Public Works Department or on Town job sites and to see that all required procedures are followed in every instance.
4. The Incident Commander and/or Safety Officer is responsible for the effective use of this program at emergency scenes and to see that all required procedures are followed on fire scenes
5. Each employee is responsible for learning and following the procedures and practices developed under this program.

E. BASIC HAZARDOUS ENERGY CONTROL PRINCIPLES

Locks and Tags

All locks will be keyed differently, except when a specific individual is issued a series of locks for complex lockout-tag out tasks. In some cases, more than one lock, hasp and tag are needed to completely de-energize equipment and machinery.

For Routine-Non Emergent lock out/tag out procedures, all locks shall be uniquely identifiable to an authorized employee. Each lock shall be signed out on the Wall Board and the location identified for the lock out procedure. The employees name shall be placed in permanent marker on a “**Property of**” sticker located on the padlock. “**Property of**” stickers shall be replaced after each use with an unused sticker.

When tags are utilized, they shall be completely filled out prior to placement o the equipment.

If more than one Employee is assigned to a non-emergent task requiring lock and tag out, each must place his or her own lock and tag on the energy isolating device(s).

F. TRAINING

Each **authorized employee** will be trained in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.

Each **affected employee** shall be instructed in the purpose and use of the energy control procedure.

Training in the Hazardous Energy Control Program will be given to all new employees as a part of their orientation. Retraining will be conducted whenever there is a change in job assignment, a change in machinery or equipment or process change that presents a new hazard.

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Immediate On-the-Spot Training -- This training will be conducted by a Supervisor for any employee that requests additional training or exhibits a lack of understanding of the safety requirements.

G. General Lock and Tag Out Procedures

Before working on, repairing, adjusting or replacing machinery and equipment, the following procedures will be utilized to place the machinery and equipment in a neutral or zero mechanical state.

Preparation for Shutdown

1. Notifications

Before authorized or affected employee's turn off a machine or piece of equipment, the authorized employee will have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the means to control the energy.

The authorized employee SHALL notify the Chief, Deputy Chief or Officer in charge of the operations and all affected Employees that the machinery, equipment or process will be out of service.

2. Machine or Equipment Shutdown

The machine or equipment will be turned or shut down using the specific procedures for that specific machine. An orderly shutdown will be utilized to avoid any additional or increased hazards to employees as a result of equipment de-energization.

If the machinery, equipment or process is in operation, follow normal stopping procedures (depress stop button, open toggle switch, etc.).

Move switch or panel arms to "Off" or "Open" positions and close all valves or other energy isolating devices so that the energy source(s) is disconnected or isolated from the machinery or equipment.

3. Machine or Equipment Isolation

All energy control devices that are needed to control the energy to the machine or equipment will be physically located and operated in such a manner as to isolate the machine or equipment from the energy source.

H. Lockout, Tag out Procedures

Lockout or Tag out Device Application

1. Authorized employees will affix lockout and/or tag out devices to energy isolating devices. Lockout devices will be affixed in a manner that will hold the energy isolating devices in the "safe" or "off" position.

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2. Where tag out devices are used they will be affixed in such a manner that will clearly state that the operation or the movement of energy isolating devices from the "safe" or "off" positions is prohibited.
3. The tag out devices will be attached to the same point a lock would be attached. If the tag cannot be affixed at that point, the tag will be located as close as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.
4. Lock and tag out all energy devices by use of the appropriate energy isolation device(s).

Stored Energy

1. Following the application of the lockout or tag out devices to the energy isolating devices, all potential or residual energy will be relieved, disconnected, restrained, and otherwise rendered safe.
2. Where the re-accumulation of stored energy to a hazardous energy level is possible, verification of isolation will be continued until the maintenance or servicing is complete.
3. Release stored energy (capacitors, springs, elevated members, rotating fly wheels, and hydraulic/air/gas/steam systems) must be relieved or restrained by grounding, repositioning, blocking and/or bleeding the system.

Verification of Isolation

1. Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employees will verify that isolation or de-energization of the machine or equipment have been accomplished.
2. After assuring that no Employee will be placed in danger, test all lock and tag outs by following the normal start up procedures (depress start button, etc.).

Caution: After Test, place controls in neutral position or off position

I. Release from LOCKOUT/TAGOUT

Before lockout or tag out devices are removed and the energy restored to the machine or equipment, the following actions will be taken:

1. The work area will be thoroughly inspected to ensure that nonessential items have been removed and that machine or equipment components are operational and in place. All tools and repair equipment have been removed.
2. The work will be checked to ensure that all employees have been safely positioned or removed.

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3. Before the lockout or tag out devices are removed, the *affected employees will be notified that the lockout or tag out devices are being removed.
4. Each lockout or tag out device will be removed from each energy-isolating device by the employee who applied the device.

*While performing service or maintenance work on equipment or machinery, the authorized employee may need to remove his/her lock in order to access the work being performed. The authorized employee would need to reapply his/her lock if service or maintenance work will continue. Notification to employees regarding removal of lock out tag out shall only be necessary after the assignment or task is completed.

Management's Removal of Lock and/or Tag Out

Only the Employee that locks and/or tags out machinery, equipment or processes may remove his/her lock and/or tag. However, should the Employee leave the facility before removing his/her lock and/or tag, the Chief or his/her designee may remove the lock and/or tag under the following conditions:

1. The employee whose lock and/or tag to be removed is not available to remove the lock and/or tag after servicing is completed.
2. All reasonable efforts have been made to contact the employee to inform him/her that the lock and/or tag has been removed.
3. The employee is contacted and informed that the lock and/or is removed prior to the employee starting work on the next work shift.

The Chief or his/her designee must be assured that all tools have been removed, all guards have been replaced and all Employees are free from any hazard before the lock and/or tag are removed and the machinery, equipment or process are returned to service.

No one shall attempt to operate locked/tagged-out equipment.

J. Routine Maintenance & Machine Adjustments

Lock and Tag Out procedures are not required if equipment must be operating for proper adjustment. Only trained and authorized Employees may use this rare exception. Adjustment procedures shall be conducted according to the manufacture's recommendations. All consideration shall be made to prevent the need for an employee to break the plane of a normally guarded area of the equipment by use of tools and other devices.

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K. Emergency Scene Lockout

Emergency scene lockout may be required for the safety of Fire Department members as well as those we are assisting. All North Yarmouth Fire Rescue authorized employees shall comply with the procedures listed within this policy for lock out/tag out while performing emergency tasks during an incident. If a facility manager or owner is available to assist in the emergency lock out/tag out procedures for the specific piece of equipment/machinery, the Incident Commander or his/her designee shall be able to utilize their expertise as appropriate.

If the authorized employee, Safety Officer or Incident Command is unable to be assured that the machinery/equipment is secured and isolated, all operations shall be stopped until a facilities manager or equipment owner arrives on scene.

It is not necessary for all members working as a group at an emergency incident to lock out/tag out equipment or machinery. One member, the Incident Commander or his/her designee, shall lock out/tag out the equipment or machinery. This member shall be responsible to follow the ***Release from LOCKOUT/TAGOUT as indicated above.***

After Emergency operations, it may be required that the equipment remain locked out. It shall be the responsibility of the facility or equipment owner to maintain the status of the lock out/tag out control. The facility or equipment owner shall attach his/her lock and/or tag to the equipment and members of North Yarmouth Fire Rescue shall remove their lock and/or tag. The Incident Commander shall document when the incident is terminated and control is relinquished to the facility manager or owner.

L. Exceptions to requiring Hazardous Energy Control

Exceptions exist and apply to certain tasks commonly performed by employees. These include:

- **Work on cord and plug equipped equipment** where the plug can remain under the control of the employee performing the work and unplugging the cord completely isolates all hazardous energy. EXAMPLE: Changing the bit in a portable drill.
- **Normal operating procedures** that are “routine, repetitive, and integral to the use of the equipment”. For instance, Hazardous Energy Control is not required each time a vehicle’s engine fluids are checked.
- **Cordless cutting equipment.** The battery shall be removed prior to commencing maintenance or servicing. A battery operated reciprocating saw is an example of this.

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- **Portable gasoline-powered mechanical equipment** that starts with a pull cord shall not be assigned a hazardous energy control procedure. A listing of potential equipment includes, but not limited to:

**Snow blower
K-12
Boat Motor**

**Lawnmower
Cutters Edge
Chainsaw**

**Positive Pressure fan
Portable Water Pump
Weed whacker**

When this type of equipment is taken out of service for maintenance or repair, a department repair/action form shall be filled out and securely attached to the equipment. If the equipment that is removed out of service would be hazardous to an employee attempting to start or operate it, a lock out tag shall be applied and the spark plug removed for additional safety.

Relationship between Hazardous Energy Control and machine guarding. Machine guards and safety interlocks protect employees during normal operation. Hazardous Energy Control is intended to protect employees during maintenance and jam clearing when safety guards often have to be removed or be overridden. If a safety guard is being removed from a piece of equipment, it is a powerful clue that Hazardous Energy Control may be necessary!

M. Contractors

The department must always inform contractors working on our machinery/equipment, on-site, about our Hazardous Energy Control procedures. We must either:

1. Require them to use the Department's Hazardous Energy Control procedures and equipment.
2. The contractor may utilize their own Hazardous Energy Control procedures and equipment if they provide equivalent protection and you train your employees about their Hazardous Energy Control procedure.

In order to protect our employees, the contractor's work area will be isolated, and access by our employees will be restricted. If this is impractical or cannot be accomplished, the Program Coordinator or his/her designee must assure the contractor's compliance with energy isolation procedures is maintained.

Contractors failing to adhere to the provisions of the OSHA Hazardous Energy Control standard will be asked to terminate their work until their program is brought into compliance.

N. Program Inspection and Review

At least annually, an authorized employee who is not directly involved in the maintenance task being performed must conduct a documented evaluation, to

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ensure that the Hazardous Energy Control program is working properly. This should include:

- Interviews with randomly selected authorized and affected employees,
- An inspection to ensure that the equipment has been properly secured,
- An inspection to ensure that all equipment used in Hazardous Energy Control is appropriate for your written Hazardous Energy Control program.

O. Record Keeping

The following records, related to the Hazardous Energy Control program should be maintained on file for at least 3 years:

- Employee documentation of training records
- Periodic Program Evaluations, at least annually
- Accident and near miss reports
- Documentation of employee hazardous energy control device removal by others (when inadvertently left on).

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Padlock/Tag Sign Out Sheet

Padlock Number	Date	Equipment being locked out/tagged out	Location of equipment	Estimated lock out time	Employee Signature

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Public Works Department

A. Purpose

Control of Hazardous energy is the purpose of the Lockout- Tagout Program. This program establishes the requirements for isolation of both kinetic and potential electrical, chemical, thermal, hydraulic and pneumatic and gravitational energy prior to equipment repair, adjustment or removal. Reference: OSHA Standard 29 CFR 1910. 147, the control of hazardous energy.

B. Definitions

Authorized (Qualified) Employees are the only ones certified to lock and tagout equipment or machinery. Whether an employee is considered to be qualified will depend upon various circumstances in the workplace. It is likely for an individual to be considered "qualified" with regard to certain equipment in the workplace, but "unqualified" as to other equipment. An employee who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person, is considered to be "qualified" for the performance of those duties.

Affected Employees are those employees who operate machinery or equipment upon which lockout or tagging out is required under this program. Training of these individuals will be less stringent in that it will include the purpose and use of the lockout procedures.

Other Employees are identified as those that do not fall into the authorized, affected or qualified employee category. Essentially, it will include all other employees. These employees will be provided instruction in what the program is and not to touch any machine or equipment when they see that it has been locked or tagged out.

C. Training

Authorized Employees Training

All Maintenance Employees, Department Supervisors and Janitorial employees will be trained to use the Lock and Tag Out Procedures. The training will be conducted by the Maintenance Supervisor or Safety Coordinator at time of initial hire.

Retraining shall be held at least annually. The training will consist of the following:

1. Review of General Procedures
2. Review of Specific Procedures for machinery, equipment and processes
3. Location and use of Specific Procedures
4. Procedures when questions arise

Affected Employee Training

- Only trained and authorized Employees will repair, replace or adjust machinery, equipment or processes
- Affected Employees may not remove Locks, locking devices or tags from machinery, equipment or circuits.
- Purpose and use of the lockout procedures.

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Other Employee Training

- Only trained and authorized Employees will repair, replace or adjust machinery or Equipment.
- Other Employees may not remove Locks, locking devices or tags from machinery, equipment or circuits

D. Preparation for Lock and Tag Out Procedures

A Lockout - Tagout survey has been conducted to locate and identify all energy sources to verify which switches or valves supply energy to machinery and equipment. Dual or redundant controls have been removed.

A Tagout Schedule has been developed for each piece of equipment and machinery. This schedule describes the energy sources, location of disconnects, type of disconnect, special hazards and special safety procedures. The schedule will be reviewed each time to ensure employees properly lock and tag out equipment and machinery. If a Tagout Schedule does not exist for a particular piece of equipment, machinery and process, one must be developed prior to conducting a Lockout - Tagout. As repairs and/or renovations of existing electrical systems are made, standardized controls will be used.

E. Routine Maintenance & Machine Adjustments

Lock and Tag Out procedures are not required if equipment must be operating for proper adjustment. This rare exception may be used only by trained and authorized Employees when specific procedures have been developed to safely avoid hazards with proper training. All consideration shall be made to prevent the need for an employee to break the plane of a normally guarded area of the equipment by use of tools and other devices.

F. Locks, Hasps and Tags

All Qualified Maintenance Personnel will be assigned a lock with one key, hasp and tag. All locks will be keyed differently, except when a specific individual issues a series of locks for complex lockout-tagout tasks. In some cases, more than one lock, hasp and tag are needed to completely de-energize equipment and machinery. Additional locks may be checked out from the Department or Maintenance Supervisor on a shift-by-shift basis. All locks and hasps shall be uniquely identifiable to a specific employee.

G. SOP: General Lock and Tag Out Procedures

Before working on, repairing, adjusting or replacing machinery and equipment, the following procedures will be utilized to place the machinery and equipment in a neutral or zero mechanical state.

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Preparation for Shutdown.

- Before authorized or affected employees turn off a machine or piece of equipment, the authorized employee will have knowledge of the type and magnitude of the energy, the hazards of the energy to be controlled, and the means to control the energy.
- Notify all affected Employees that the machinery, equipment or process will be out of service

Machine or Equipment Shutdown.

- The machine or equipment will be turned or shut down using the specific procedures for that specific machine. An orderly shutdown will be utilized to avoid any additional or increased hazards to employees as a result of equipment de-energization.
- If the machinery, equipment or process is in operation, follow normal stopping procedures (depress stop button, open toggle switch, etc.).
- Move switch or panel arms to "Off" or "Open" positions and close all valves or other energy isolating devices so that the energy source(s) is disconnected or isolated from the machinery or equipment.

Machine or Equipment Isolation.

- All energy control devices that are needed to control the energy to the machine or equipment will be physically located and operated in such a manner as to isolate the machine or equipment from the energy source.

Lockout or Tagout Device Application.

- Lockout or tagout devices will be affixed to energy isolating devices by authorized employees. Lockout devices will be affixed in a manner that will hold the energy isolating devices from the "safe" or "off" position.
- Where tagout devices are used they will be affixed in such a manner that will clearly state that the operation or the movement of energy isolating devices from the "safe" or "off" positions is prohibited.
- The tagout devices will be attached to the same point a lock would be attached. If the tag cannot be affixed at that point, the tag will be located as close as possible to the device in a position that will be immediately obvious to anyone attempting to operate the device.
- Lock and tag out all energy devices by use of hasps, chains and valve covers with an assigned individual locks.

Stored Energy

- Following the application of the lockout or tagout devices to the energy isolating devices, all potential or residual energy will be relieved, disconnected, restrained, and otherwise rendered safe.
- Where the re-accumulation of stored energy to a hazardous energy level is possible, verification of isolation will be continued until the maintenance or servicing is complete.

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- Release stored energy (capacitors, springs, elevated members, rotating fly wheels, and hydraulic/air/gas/steam systems) must be relieved or restrained by grounding, repositioning, blocking and/or bleeding the system.

Verification of Isolation

- Prior to starting work on machines or equipment that have been locked or tagged out, the authorized employees will verify that isolation or de-energization of the machine or equipment have been accomplished.
- After assuring that no Employee will be placed in danger, test all lock and tag outs by following the normal start up procedures (depress start button, etc.).

Caution: After Test, place controls in neutral position.

Extended Lockout - Tagout

Should the shift change before the machinery or equipment can be restored to service, the lock and tag out must remain. If the task is reassigned to the next shift, those Employees must lock and tag out before the previous shift may remove their lock and tag.

Exceptions to requiring Hazardous Energy Control

Exceptions exist and apply to certain tasks commonly performed by employees. These include:

- **Work on cord and plug equipped equipment** where the plug can remain under the control of the employee performing the work and unplugging the cord completely isolates all hazardous energy. EXAMPLE: Changing the bit in a portable drill.
- **Normal operating procedures** that are “routine, repetitive, and integral to the use of the equipment”. For instance, Hazardous Energy Control is not required each time a vehicle’s engine fluids are checked.
- **Cordless cutting equipment.** The battery shall be removed prior to commencing maintenance or servicing. A battery operated reciprocating saw is an example of this.
- **Portable gasoline-powered mechanical equipment** that starts with a pull cord shall not be assigned a hazardous energy control procedure. A listing of potential equipment includes, but not limited to:

Snow blower	Lawnmower	Positive Pressure fan
K-12	Cutters Edge	Portable Water Pump
Boat Motor	Chainsaw	Weed whacker

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When this type of equipment is taken out of service for maintenance or repair, a department repair/action form shall be filled out and securely attached to the equipment. If the equipment that is removed out of service would be hazardous to an employee attempting to start or operate it, a lock out tag shall be applied and the spark plug removed for additional safety.

SOP: Release from LOCKOUT/TAGOUT

Before lockout or tagout devices are removed and the energy restored to the machine or equipment, the following actions will be taken:

1. The work area will be thoroughly inspected to ensure that nonessential items have been removed and that machine or equipment components are operational.
2. The work area will be checked to ensure that all employees have been safely positioned or removed. Before the lockout or tagout devices are removed, the affected employees will be notified that the lockout or tagout devices are being removed.
3. Each lockout or tagout device will be removed from each energy isolating device by the employee who applied the device.

SOP: LOTO Procedure for Electrical Plug-Type Equipment

This procedure covers all Electrical Plug-Type Equipment such as Battery Chargers, some Product Pumps, Office Equipment, Powered Hand Tools, Powered Bench Tools, Lathes, Fans, etc.

When working on, repairing, or adjusting the above equipment, the following procedures must be utilized to prevent accidental or sudden startup:

1. Unplug Electrical Equipment from wall socket or in-line socket.
2. Attach "Do Not Operate" Tag and Plug Box & Lock on end of power cord.

An exception is granted to not lock & tag the plug if the cord & plug remain in the exclusive control of the Employee working on, adjusting or inspecting the equipment.

3. Test Equipment to assure power source has been removed by depressing the "Start" or "On" Switch.
4. Perform required operations.
5. Replace all guards removed.
6. Remove Lock & Plug Box and Tag.

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7. Inspect power cord and socket before plugging equipment into power source. Any defects must be repaired before placing the equipment back in service.

NOTE: Occasionally used equipment may be unplugged from power source when not in use.

SOP: LOTO Procedures Involving More Than One Employee

In the preceding SOPs, if more than one Employee is assigned to a task requiring a lock and tag out, each must also place his or her own lock and tag on the energy isolating device(s).

SOP: Management's Removal of Lock and Tag Out

Only the Employee that locks and tags out machinery, equipment or processes may remove his/her lock and tag. However, should the Employee leave the facility before removing his/her lock and tag, the Maintenance Manager may remove the lock and tag. The Maintenance Manager must be assured that all tools have been removed, all guards have been replaced and all Employees are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service. Notification of the employee who placed the lock is required prior to lock removal.

Contractors

Contractors, working on company property and equipment must use this Lockout - Tagout procedure while servicing or maintaining equipment, machinery or processes.

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CUSTODIAL LOCK OUT/TAG OUT INFORMATION

All Custodial employees should be familiar with the following Lock Out/Tag Out general procedure:

DEFINITIONS

- Lock out The placement of a lock on an energy-isolating device. This act prevents workers from operating a piece of equipment until the lock is removed.
- Tag out The placement of a DANGER, DO NOT ENERGIZE, DO NOT OPEN, DO NOT CLOSE, or CAUTION tag on an energy-isolating device. A tag out device is a prominent warning device of a lock out. It is used primarily to warn and to caution other workers that no one is working on the specific equipment, but a hazardous condition exists. Prior to working on a piece of equipment to which a tag is attached, the employee should also lock and tag out the piece of equipment.

Energy-Isolating Device

A mechanical device that prevents the transmission or release of energy. Examples include the following:

- ♦ Manually operated circuit breakers,
- ♦ Disconnect switches,
- ♦ Line or block valves.

Lock Out/Tag Out is a safety procedure to prevent accidents. Isolation of energy (electrical, liquid, air and steam) is necessary to safely perform work tasks on equipment. Lock Out/Tag Out is a defensive program for each individual that performs maintenance on equipment. Lock Out/Tag Out procedures should be used when equipment must be un-jammed, cleaned, adjusted, maintained, or repaired

Locks are never to be removed by someone other than the person who placed them on the equipment. The lock is also never to be bypassed, ignored, or otherwise defeated.

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