

Common Lockout/Tagout Procedures

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Keys for safe machine repair:

Consider these questions before performing repairs or cleaning on hazardous machinery.



Powering down

- ☐ Is every machine capable of movement while powered down?
- ☐ Does the machine disconnect from the control circuit?
Can the control circuit be locked out?
- ☐ Are all equipment control valve handles provided with a means for locking out?
- ☐ Does a lockout require that stored energy be released or blocked before equipment is locked out for repairs?

Safety locks

- ☐ Are appropriate employees provided with individually keyed personal safety locks?
- ☐ Are employees required to keep personal control of their key(s) while they have safety locks in use?
- ☐ Is it required that only the employee exposed to the hazard can place or remove the safety lock?

Employee procedures

- ☐ Are employees required to check the safety of the lockout by attempting a startup after making sure no one is exposed?
- ☐ Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?
- ☐ Is there a means to identify all employees who are working on locked-out equipment by their locks or accompanying tags?

Accident prevention

- ☐ Are enough accident prevention signs and safety padlocks provided for any foreseeable repair emergency?
- ☐ When an operator is required to leave the control station, and part of the machine could move if accidentally activated, is that part required to be separately locked out or blocked?