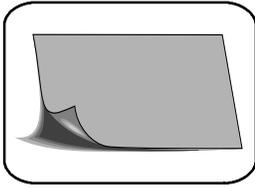


WRITTEN SAFETY PLANS



Employee Handout Sheets

Energy Control (Lockout/Tagout) Program

OSHA statistics show that six percent of all deaths in the workplace result from the unexpected activation of a machine or other piece of equipment during maintenance or other servicing. That's why OSHA developed Lockout/Tagout regulations (at 29 CFR 1910.147) which require employers to come up with procedures for isolating energy sources when servicing or maintaining equipment and machinery.

What's lockout and tagout?

Let's define some terms:

- **Lockout**—The placement of a lockout device (such as a lock, block, or chain) that blocks the flow of energy from a power source to a piece of equipment. Essentially, it keeps the lever, switch, or valve in the “off” position.
- **Tagout**—Attaching a tag to a disconnect switch or other energy isolating device to warn others not to restore energy to the tagged equipment.

OSHA prefers lockout procedures over tagout because once the devices are in place, a locked out machine CANNOT be operated and workers are safer. Lockout and tagout devices should only be removed by the person who applied them.

Who is involved?

Lockout/tagout involves three employee types:

- **Authorized**—Employees who perform the servicing, maintenance, and set-up of equipment or machinery and apply the locks and tags to this equipment.

- **Affected**—Employees who operate or use the equipment or machines which are locked/tagged out when servicing, maintained, or set-up.
- **Other**—Employees who are neither affected nor authorized employees.

You will need lockout/tagout when you perform service or maintenance on machinery or processes where there is a potential for accidental start-ups, electric shock, or release of stored, residual, or potential energy. Be careful, don't take short cuts, and understand your machine or process.

Lockout/Tagout program

Your company will have a program for lockout and/or tagout, and you will be trained in exactly what you need to know. Someone will be appointed to inspect lockout/tagout procedures at least once a year. Here are the ten steps of lockout which are performed ONLY by authorized employees:

1. Prepare for shutdown
2. Shutdown machines/process
3. Isolate machines/process
4. Apply lockout device
5. Release all stored/residual energy
6. Verify isolation before working
7. Perform maintenance/service work
8. Remove all tools
9. Remove other employees
10. Remove lockout devices