

Safety meeting blueprint

✓ Meeting Topic: Lockout/tagout

✓ Today's Date: _____

✓ Attendee Signatures:

If you don't think it's critically important to follow lockout/tagout procedures before servicing hazardous machines or clearing jams on them, you should know that 10% of workplace incidents are caused by failure to de-energize equipment, according to OSHA.

That's why the proper application of lockout/tagout procedures is important for your safety.

Different job roles

Whenever a machine has to be serviced or a jam must be cleared, someone needs to de-energize the device.

Keep in mind that what you're expected to do in regard to de-energizing equipment will be determined by your assigned role in relation to the use of lockout/tagout procedures.

An affected employee, for instance, is someone who performs tasks on the equipment that must be de-energized. An equipment operator might typically be an affected employee.

An authorized employee is a person who's allowed to

perform lockout/tagout because he or she has already been trained to do so. For example, an electrician who fixes machines could be an authorized employee.

An other employee is anyone else who works in the area where lockout/tagout procedures are being applied. Keep in mind that another employee shouldn't perform lockout/tagout, but he or she must be aware when equipment is being de-energized.

Identify the hazards

Now let's consider how you can perform lockout/tagout if you're authorized and qualified to do so.

Once it's been determined that equipment must be locked out, your first step is to identify the hazards of the machine.

Then you'll want to prepare to shut down the equipment. Don't forget to notify others about what you're doing.

After that, locate all the energy sources and turn them off. Not all power sources are immediately obvious. For instance, some

equipment has electrical and pneumatic energy sources. If you haven't been trained on recognizing all the power sources for a specific piece of equipment, don't de-energize the device.

Final procedures

Next, affix lockout and tagout devices to all energy sources using individual locks. Release any stored energy as necessary.

(Does anyone know what to do next?)

Your next step is to test the equipment to ensure the energy has been isolated and all parts have stopped moving. Once you're sure the device has been completely de-energized, you can begin the task that prompted the need for equipment lockout to begin with.

Finally, put the controls in neutral, remove the lockout/tagout device and re-energize the machine. Once you're finished, let others know that you're done.

Thanks for your attention. And remember, let's stay safe out there!

(See next page for test)

Safety meeting blueprint: Test your knowledge

Meeting Topic: Lockout/tagout

- | | | | |
|---|---|--|---|
| <p>1. You shouldn't perform lockout/tagout on a machine if you haven't been trained on all of the potential energy sources for that piece of equipment. True or False?</p> <p>2. Someone who works in an area where lockout/tagout procedures are being used but doesn't lock out or operate the equipment is called an</p> <p>a. Affected employee
b. Authorized employee
c. Other employee
d. None of the above</p> <p>3. What should you do right after you've turned off the energy sources while applying lockout/tagout procedures?</p> <p>a. Affix lockout and tagout</p> | <p>b. Put all the controls in neutral</p> <p>c. Perform maintenance on the equipment</p> <p>d. None of the above</p> <p>4. Once you've finished implementing lockout/tagout steps, you should</p> <p>a. Go home for the day
b. Locate all the energy sources and turn them off
c. Let others know that you're done
d. None of the above</p> <p>5. Someone who's allowed to perform lockout/tagout because he or she has already been trained to do so is called an</p> <p>a. Affected employee
b. Authorized employee
c. Other employee</p> | <p>d. None of the above</p> <p>6. What percentage of workplace incidents are caused by failure to de-energize equipment?</p> <p>a. 5
b. 10
c. 15
d. 20</p> <p>7. What's the first step of lockout/tagout?</p> <p>a. Shut down the machinery
b. Release stored energy
c. Remove the lockout/tagout devices
d. Identify the hazards of the equipment</p> <p>8. Which of the following could be an affected employee?</p> <p>a. A computer programmer
b. An equipment operator</p> | <p>c. A forklift driver
d. None of the above</p> <p>9. You should notify others what you're doing after you've shut down the machinery. True or False?</p> <p>10. Who might typically be an authorized employee?</p> <p>a. A sales associate
b. A truck driver
c. An equipment operator who hasn't been trained to perform lockout/tagout
d. None of the above</p> <p>11. Someone who performs tasks on the equipment that must be de-energized is called an</p> <p>a. Affected employee
b. Authorized employee
c. Other employee
d. None of the above</p> |
|---|---|--|---|

Test your knowledge: The answers

- | | |
|--|----------------------------------|
| <p>1. True. You should've been trained on all the energy sources. If you don't know the power sources, you shouldn't lock out the device because your safety could be at risk.</p> | <p>2. c</p> |
| <p>3. a
when you're ready to stay out of harm's way, people will be able to lockout/tagout. That machinery during you shut down the what you're doing before</p> | <p>3. a</p> |
| <p>4. d. An authorized employee typically might be an electrician who fixes machines.</p> | <p>4. c</p> |
| <p>5. b</p> | <p>5. b</p> |
| <p>6. b</p> | <p>6. b</p> |
| <p>7. d</p> | <p>7. d</p> |
| <p>8. b</p> | <p>8. b</p> |
| <p>9. False. Let others know</p> | <p>9. False. Let others know</p> |