

Williams College Lockout/Tagout Procedure

This procedure covers the servicing and maintenance of machines and equipment in which the unexpected start up or energization of the machines or equipment, or release of stored energy could cause injury or harm to employees. This procedure establishes minimum requirements for the control of such hazardous energy.

- I. Appropriate employees shall be instructed in the safety significance of the Lockout/Tagout procedure, names of employees authorized to lockout. Each new or transferred affected employee and other appropriate employees in the work area shall be instructed in the purpose and use of the Lockout/Tagout program

II. Lockout/Tagout Sequence

1. Prepare for Shutdown

Notify all affected employees that a lockout or tagout system is going to be utilized and the reason therefor. The authorized employee shall know the type and magnitude of energy that one energy source (electrical, mechanical, or others) may be involved.

2. Shutdown

If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).

3. Isolate from Energy

Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.

4. Lockout/Tagout

Lockout and/or tagout the energy isolating devices with assigned individual locks or tags to hold isolating devices in off/safe position. Locks and tags must clearly identify the employee who applies them.

5. Releasing Stored Energy

It will be important to safely release all potentially hazardous stored or residual energy.

6. Verify Isolation

After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operation controls to make certain the equipment will not operate. Electric testers should be used to ensure that all power sources have been disconnected.

Procedures Involving More Than One Person

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lockout device on the energy isolation device(s). When an energy device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment. Each employee will then use his/her lock or tag to secure the equipment and as each employee no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the equipment.

Basic Rules for Using Lockout or Tagout Systems Procedure

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operations when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating devices where it is locked or tagged out.

Restoring Machines or Equipment to Normal Production Operations

1. After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area, the machines or equipment to ensure that no one is exposed.
2. After all the tools have been removed from the machine or equipment, guards, covers have been reinstalled and all employees are in the clear, remove all lockout or tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.