



Rutherford County Government



Lockout/Tagout Training



Objective

- Understand what Lockout/Tagout means
- Know the difference between Lockout and Tagout
- Understand the procedures of Locking Out
- Understand the procedures of Tagging Out



Introduction

The adoption and implementation of practices and procedures to shut down equipment, isolate it from its energy source(s), and prevent the release of energy while maintenance and servicing activities are being performed.





Types of Energy

- Electrical
 - Generated or Static
- Mechanical
 - Transitional or Rotational
- Thermal
 - Heat Generated by Motors or Engines
- Potential
 - Stored (a stretched spring) or Gravitational



Lockout vs Tagout

- **Lockout** is the placement of an energy-isolating device so the equipment being controlled cannot be operated until the lockout device is removed



- **Tagout** is the placement of a warning tag in a place where the source of energy is applied or *when a Lockout device is not available*





Types of Lockout/Tagout Devices

Plug locks protect valuable equipment from unauthorized use, such as power tools, computers, business equipment, copiers, and postage meters



Types of Lockout/Tagout



Types of Lockout/Tagout Devices



Circuit Breaker



Large Handle
Circuit Breaker



Lockout
Hasps



Pneumatic



Toggle/Rocker
Switch



Circuit Breaker
Lockout



Lockout/Tagout Procedures

- Servicing is to be completed by knowledgeable workers
- Be sure you understand the operation of the device, the potential hazards and how to control the energy
- Notify affected worker(s) that the equipment will be out of use



Lockout/Tagout Procedures

- De-energize equipment using procedures specific for that device
- Isolate energy source to prevent accidental reenergizing
 - Unplug the power cable; turn off breaker
- Lockout the equipment to prevent accidental release of energy



Lockout/Tagout Procedures

- Attach lockout tag to identify the hazard and the employee who installed the Lockout/Tagout device
- Release stored energy
 - Relieving water pressure in pumps
 - Let heating devices or hot water cool down
- Verify that the equipment has been isolated and de-energized



Tagout Procedures

There may be occasions when a Lockout device or the correct type of devices is not available. In these cases use the following Tagout procedures:

- Place Tagout device where lockout would have been place
- Attach with non-reusable attachment
 - Attachment must be suitable for environment
 - Prevent accidental removal



Tagout Procedures

- Attach with non-reusable attachment
 - Attachment must be suitable for environment
 - Prevent accidental removal
- Text on Tagout shall be readily viewable, legible and understandable to workers
- Follow lockout procedure, but only apply the tag where lockout device should be



Tagout Procedures

- Tagout shall contain the text
 - **DANGER: Do Not Operate**
- Tagout devices should be removed by the same employee that installed the device there (There are exceptions for special situations)





Lockout/Tagout Removal Procedures

- Be sure equipment is safe to operate
 - All non-essential materials removed
- Remove Lockout/Tagout devices
 - Except in emergencies, each device must be removed by the person who put it on.
- Safeguard all employees
- Re-energize the equipment



Tidbits of Info

- Never attempt Lockout/Tagout procedures unless you have been trained
- Always be sure all Lockout/Tagout devices are compatible with the environment in which they are being used, i.e. corrosive, humid, etc.
- Tags are warning devices and do not prevent accidental re-energization



Safety Training Contact

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