

SAFETY MEETING TOPIC

This form shall be completed and kept on file

Job Name _____ Location _____ Job No. _____
Meeting Leader _____ Title _____
Date Held _____ Place _____ Time _____
Subject of Meeting _____ HAZARDOUS ENERGY LOCKOUT-TAGOUT

When the energy isolating device is not lockable, tagout may be used, providing additional training and more rigorous inspections are done.

All employees are required to comply with the restrictions and limitations imposed on them during the use of a lockout. Only authorized employees can perform the lockout.

SEQUENCE OF LOCKOUT:

1. Notify all affected employees that the machine or equipment will be shut down and locked out.
2. The authorized employee must understand the hazards of the energy and know how to control it.
3. If the machine or equipment is operating, shut it down by the normal method.
4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source.
5. Lockout energy isolating device(s) with assigned individual lock(s). Stored or residual energy must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
6. Ensure that the equipment or machine is disconnected from the energy source.

RESTORING EQUIPMENT OR MACHINE TO SERVICES

1. Check the machine or equipment and the immediate area to ensure that all nonessential items have been removed and all components are operationally intact.
2. Check to make sure that all employees are safely positioned and aware that the equipment or machine is in a startup mode.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and reenergize the machine or equipment.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.