

## 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                     LOCKOUT PROCEDURES                    

The primary rule when working near exposed electrical parts is to disconnect the power or deenergize. Conductors and parts of electric equipment that have been deenergized, but have not been locked or tagged out must be treated as energized parts.

The Lockout/Tagout procedure will ensure that all equipment and circuits to be worked on are deenergized, safe and that all hazards energy is controlled. Lockout/Tagout procedures must be tailored for each piece of machinery, equipment and power sources involved.

Lockout/Tagout must be used in the following order when any worker is exposed to contact with parts of fixed electrical equipment or circuits which have been deenergized.

1. Procedures should be in place before equipment is deenergized.
2. Disconnect the power source. Push buttons, selector switches and other similar devices cannot be used as the only method.
3. Stored energy which poses a hazard to workers must be released.
4. Stored mechanical energy must be released. Presses and similar equipment can drop or move using stored gravity or electric force.
5. A lock and tag must be used on each disconnecting means. In most cases, both must be used. If a tag is used alone at least one additional precaution must be taken. A lock may be used alone, only if the lock applies to one circuit or piece of equipment, and lockout only lasts as long as the worker's shift. Workers must be familiar with this procedure.
6. Each tag must contain a statement prohibiting unauthorized operation of the disconnecting means and removal of the tag.
7. Verify the power is off. A qualified worker must operate the controls to verify the equipment is deenergized. Test equipment must be used to ensure that no back feed or induced voltage exists. Testing equipment used must be checked before it is used on any circuits over 600 volts.

### RELEASE FROM LOCKOUT

1. A qualified person must conduct tests and visual inspection to verify that all tools, electrical jumpers, shorts, grounds and other devices have been removed.
2. Workers must be warned to stay clear.

3. Each lock tag shall be removed by the worker who supplied it or under this worker's supervision. If the worker who applied locks is absent, then the lock or tag may be removed by a qualified worker designated to perform this task. The worker who applied the lock or tag must be notified that the lock or tag has been removed before he or she resumes work.
4. Visually check to make sure all workers are clear of the circuits and equipment.