Lockout - Tagout Safety Training Handout

Control of Hazardous Energy
Use Lockout Tagout to control Hazardous Energy before equipment maintenance or adjustment

Hazards of not using Lockout Tagout
   - Amputation
   - Burns
   - Cuts
   - Fractures
   - Electrocution
   - Chemical Exposure

Six Steps in Lockout - Tagout
1. Notify all affected Employees
2. Conduct a Normal Shutdown
3. Place all controls in off & shut all control valves
4. Install Lockout - Tagout Devices & Tags
5. Release Stored Energy
6. Verify Isolation

Release from Lockout - Tagout
Inspect Work Area - check for parts, tools, missing guards. Check to ensure the equipment is ready to operate

Keep Other Safe - make sure everyone is clear of the equipment before starting. Make sure they know the machine is going to be started

Remove Locks & Tags - each lockout - tagout device must be removed from each energy isolating device by the person who applied the device

Rule # 1: Know the Equipment
Rule #2: Know the Energy Sources
Rule #3: Use Lockout Tagout EVERY time

Types of Hazardous Energy
- Electrical
- Thermal
- Gravitational
- Chemical
- Stored
- Motion
- Hydraulic
- Pneumatic

Types of Lockout Devices
- Breaker Clips
- Plug Buckets
- Blank Flanges
- Threaded Pipe Caps
- Threaded Pipe Plugs
- Expansion Plugs
- Pancake Flanges
- Handwheel Caps
- Lever Locks

Venting & Draining Systems
- Vent or drain to a safety container
- Use eye protection when venting or draining
- Use chemical safety precautions