

Safe Work Practice

Title:	Lock Out – Equipment, Vehicles and Machinery, Use of Warning Tags
Date Created:	2015-01-22
Purpose:	This procedure establishes the minimum requirements for the lockout of energy sources that could cause injury to workers. All workers shall comply with this SWP.
Description:	County has a duty to protect workers both while using equipment/machinery/vehicles for their intended purpose and when repairing and same. The primary way of fulfilling that duty is by using a “lock out” when equipment/machinery/vehicle is turned off and rendered inoperable. Safety has primacy over all activities conducted in and out of the Fleet Shop. Should a worker not follow this procedure, discipline action may be taken in accordance with County’s Progressive Discipline Policy.
Safety Equipment Required:	<ul style="list-style-type: none"> • Per Hazard Assessment for task being performed • Lock Out Device and Lock Out Lock • Do Not Operate tags
<ol style="list-style-type: none"> 1. All equipment/machinery/vehicles shall be locked out to protect against inadvertent operation when such operation could cause injury to workers. 2. No worker shall attempt to operate any switch, valve or other energy isolating device bearing a lock. 3. More than one energy source (electrical, mechanical, or others) may be involved; all sources must be locked-out. 4. Any questionable identification of sources will be cleared by the workers with their Shop Foreman or Supervisor. 5. Before lockout commences, job authorization will be obtained from the Shop Foreman or Supervisor. 6. Each person working on a machine must apply their own lock and tag - only a key lock will be used. The lock will have no master key and no locks will be opened by the same key. 7. Notify all affected workers (including Shop Foreman or Supervisor and Shop Coordinator) that a lockout is required and the reason it’s required. 8. A “Do Not Operate” tag placed in a prominent place inside the cab or operating compartment of the equipment/machinery/vehicle. 	

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9. A “Do Not Operate” tag should be securely fastened to the energy-isolating device. If the “Do Not Operate” tag cannot be attached directly to the energy-isolating device, it should be located as close as safely possible to the device, in a position that will be immediately obvious to anyone attempting to operate the device.
10. The equipment/machinery/vehicle must not be operated until the tag is removed.
11. If the equipment/machinery/vehicle is operating, the operator will shut it down by the normal stopping procedure (such as depressing a stop button, opening a toggle switch).
12. Operate the switch, circuit breaker, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, and other) is disconnected or isolated. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be drained or restrained by methods such as grounding, repositioning, blocking, or bleeding down.
13. Lockout energy isolating devices with assigned individual Lock Out Device / Lock Out Lock. Put a lock on all energy sources and keep the keys.
14. After ensuring that no other persons are exposed and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test.
15. The equipment is now Locked Out.
16. When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed to a possible hazard
17. When equipment is clear, remove all locks and tags.
18. Restore energy to equipment.
19. Operator or technician to restart equipment to ensure energy properly restored.

Created by:	
Latest Revision/Review Date:	n/a – new SWP
Revised/Reviewed by:	n/a

Next Revision/Review Date:	2018-01-22
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