



LOCKOUT-TAGOUT OVERVIEW

Businesses must have a procedure that minimizes unauthorized or unexpected starting of equipment, energizing or circuits, or opening of valves or isolation devices, in any way which may injure people or damage equipment. Compliance with the law ([OSHA Act 29CFR1910.147](#)) is required.

1. **Who Applies Locks and Tags** – The lock/tag will be placed by operators or maintenance personnel, or both, as appropriate for their protection. When the energy-isolating devices are not lockable, tagout may be used, prior to performing maintenance on that machine or equipment. **Each employee shall attach his or her own lock or tag before proceeding to work.** The fundamental rule is that no device or equipment to which a lock or tag is attached is to be operated.
2. **Locking Out Mechanical Equipment** – When maintenance is required on mechanical devices powered by water, oil, gas, air, steam, or other energy sources, all connected clutches, control levers, valves, etc. will be locked out or tagged out using the following procedure:
 - a. Notify supervisor.
 - b. Operating personnel will be responsible for closing valves, draining, etc. (Care must be taken to ensure that liquid cannot enter system through by-pass valves.)
 - c. Put your own lock or tag on the device.
 - d. Check to be certain a start of equipment will not jeopardize persons in the area.
 - e. With the operator, activate the start button to make certain the equipment will not run.
 - f. Complete the work assignment; replace all guards.
 - g. Remove your own lock or tag.
 - h. Notify supervisor when work is completed.
3. **Locking Out Electrical Equipment** – Follow this procedure to lock/tagout electrical equipment.
 - a. Notify supervisor.
 - b. Shut down equipment.
 - c. Pull breaker in the motor control center (MCC), using electrical assistance if necessary. **Never use a push button to lock out equipment.**
 - d. After locking out or tagging out, make sure the equipment is clear of any personnel, and then try to start the equipment. If the equipment does not start, work may proceed.
 - e. Complete the work assignment; replace all guards.
 - f. Remove your own lock or tag.
 - g. Notify supervisor of job completion.
4. **When Several Operators** or maintenance employees are working on equipment which requires locking or tagging out, multiple lockouts or tagouts should be used.

Please follow equipment manufacturers' recommendations for safe operation and maintenance procedures.

See [OSHA 3120](#) "Control of Hazardous Energy (Lockout/Tagout).