



Lockout Tagout Info Sheet

<p><u>Quick Glance at Lockout Tagout</u></p> <ul style="list-style-type: none"> • Know the equipment and system before you lockout the energy sources. • Use the 7-Step Lockout procedure every time...do not ever skip any steps. • Never use another person's locks or tags and do not let anyone use yours. • Review the specific lockout procedure for each piece of equipment before starting. 	<p><u>7 Steps for Lockout</u></p> <ol style="list-style-type: none"> 1. Notify all affected employees – Let everyone in the area know what specific equipment you will be locking out...this includes all equipment operators. 2. Conduct a normal shutdown – by conducting a normal shutdown you are placing the system and equipment in a known stable condition. 3. Turn off controls & shut valves – To isolate energy sources you must identify the energy isolation devices (valves, breakers, disconnects, etc.). 4. Install lockout devices & tags – Prevent someone from accidentally starting the equipment or energizing controls by placing locks and tags on every energy isolation device so that it cannot be used. 5. Release stored energy – Even if a system is locked and tagged, there can still be dangerous amounts of energy in the form of charged electrical capacitors, rotating flywheels, pressure locked in cylinders or pipes, parts under spring tension etc. Temperature extremes may also exist. 6. Verify isolation – Be sure to check that the isolation is correct by attempting a normal startup. If your Lockout is correct, none of the equipment controls will work. 7. Returning equipment to service – Notify all affected employees and ensure it's safe to return the equipment back to service.
<p><u>Hazardous Energy Requiring Lockout Includes:</u></p> <ul style="list-style-type: none"> • Electricity • Thermal energy • Gravitational energy • Chemical energy • Stored energy • Mechanical motion • Hydraulic pressure • Pneumatic pressure • 	
<p><u>Standardized Locks</u></p> <p>Lockout and tagout devices are not to be used for any purpose other than lockout/tagout.</p> <ul style="list-style-type: none"> • Heating Plant standardizes locks by size • All other locks identified by the color red 	
<p><u>Group Lockout Tagout</u></p> <p>Multiple locks or tags must be used if more than one employee is working on the equipment. Each authorized employee working on the equipment must apply his/her own lock/tag and must remove only his/her own lock/tag when the work is completed. Hasps are available from your supervisor for group lockout.</p> <p>When working as a team, a group lock box may be utilized. Each employee is responsible for placing their lock/tag on the box before the job begins and removing their lock/tag only when their portion of the work is complete.</p>	
<p>Supervisors and employees must review Middlebury College's Lockout Tagout written program, which can be accessed on the EHS webpage: go.middlebury.edu/ehs under Workplace Safety.</p>	