

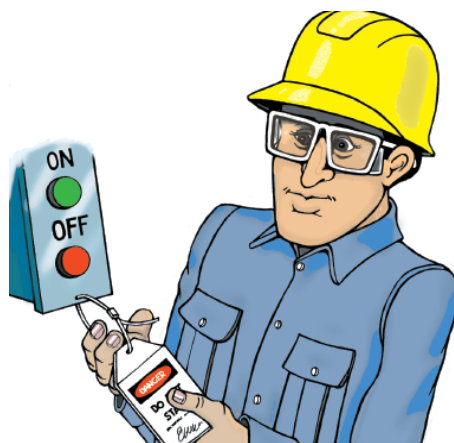
Safety Spotlight

Practical tips to keep you safe

Steps to Lockout

Don't maintain or repair machinery unless you're sure the energy is fully drained and the machine cannot be turned on accidentally. Lockout helps prevent accidental startup.

Only authorized employees can perform lockout, but all employees should be aware of the process.



Here are the steps:

1. **Prepare for shutdown.** Notify all Affected and Other Employees as necessary that a lockout is to be performed.
2. **Shut down the machinery or equipment.** If the equipment is in operation, shut it down using the normal shutdown procedure. Turn the equipment off if there is an off/on switch.
3. **Apply the lockout or Tagout device.** All energy-isolating devices must be locked out. Lockout the circuit breaker, disconnect switch, or other isolating device in the open ("OFF") position with an assigned individual lock, and attach an identifying tag to the lock.
4. **Safely release all stored energy.** All forms of stored energy must then be dissipated (except for batteries which can be disconnected). This may include relaxing any springs, relieving any pressure or vacuum, allowing flywheels to come to rest, or neutralizing or adequately removing any chemicals.
5. **Verify the isolation of the machine or equipment.** Test to make sure the circuit and equipment are completely de-energized.

