



The Correct Lockout/Tagout Procedure to Follow Prior to Servicing or Maintenance

Each machine or piece of equipment requires specific procedures for lockout and should be included in your operator's manual. However, the following will provide you with the generally accepted sequence.

1. Notify employees when servicing or maintenance is required on a machine or equipment.
2. The authorized employee must identify the type and magnitude of the machine's energy, understand its hazards and know how to control it.
3. Shut the machine down by normal stopping procedures (depress STOP button, open switch, close valve, etc.)
4. Deactivate the energy isolating device(s) so the machine is isolated from the energy source(s).
5. Lock out the energy isolating device(s) with assigned individual locks.
6. Stored or residual energy (such as that in capacitors, springs, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
7. Ensure the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed. Then verify the isolation of the equipment by operating the push buttons or other normal operating controls or by testing to make sure the equipment will not operate.
8. The machine or equipment is now locked out.

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