



SUPERVISOR INSTRUCTIONS:

- Use toolbox trainings to encourage safety/environmental discussions during monthly meetings with employees.
- Campus Services' employees should maintain the employee sign-in sheet in their department's safety/environmental compliance binder as a record of training. All other groups should maintain a record of training in accordance with their Division's training procedures.

When it comes to lockout procedures, a shortcut in the process can literally mean the difference between life and death. Long considered an important part of the safety program, lockout procedures protect not only the employees working on a piece of equipment, but also co-workers and contractors working onsite.



Lockout refers to the specific steps taken to safeguard employees from unexpected startup of machinery and equipment or the release of hazardous energy during setup, service or repair. To lock out equipment, a lock is placed on the energy source, control or isolating device.

Although specific lockout procedures vary by type of equipment used, below are basic guidelines employees should be aware of:

- Inform all affected personnel of the planned lockout. A sudden loss of power could be dangerous if workers are not aware of the situation and are still working on the machinery.
- Identify all potential energy sources. A simple disconnect of the main power switch is not sufficient, as other types of energy may exist, such as hydraulic, electric, thermal, radioactive, pneumatic, gravity and chemical energy. It is also important to drain, release or block any stored energy.
- Correctly isolate energy isolating devices. To achieve proper equipment isolation, an energy isolating device – such as a circuit breaker, disconnect switch, or gate valve – must be found, tagged, and locked out in the closed position.
- Attach locks along with a warning tag indicating the date, purpose, and length of the lockout and who installed the lock. If there are several employees working on a job, each worker should attach his or her own lock to a multiple-locking device.
- Use uniquely keyed locks that come with only one key to ensure that employees cannot remove each other's locks.
- After the lockout procedures have been performed, test the operation of the machinery to ensure that all energy sources have been secured.
- Return locked-out equipment to service only after all established start-up procedures have been followed. Special attention should be given to make sure all obstructions have been cleared, machine safeguards have been replaced, locks have been removed (in the correct order), and all workers have been notified and are free of the area.

Group Activity – Review the LOTO procedures that have been provided for the machinery serviced by your zone or shop. If any changes are needed, contact Carol Wilkins-Hall at 404-727-5684 or email cjwilki@emory.edu to ensure compliance with the Occupational Safety and Health Administration's (OSHA's) [Control of Hazardous Energy \(Lockout/Tagout\) Standard](#).