

ENVIRONMENTAL HEALTH AND SAFETY
Edmonds Community College
GENERAL LOCKOUT PROCEDURE

Scope

This lockout procedure shall be used when performing service or maintenance on any machine or equipment in which accidental start up could cause injury to employees. This procedure shall not be used when the machine or equipment has multiple energy source and isolating devices or when there is a potential for stored, residual, or re-accumulated energy or when the machine or equipment can't be locked out.

Authorization

The following persons have been trained and are authorized to use this procedure: See the Hazardous Energy Control – Authorized Employees list(s).

Failure to use this procedure or use of this procedure by an unauthorized employee or person will result in disciplinary action.

Lockout Procedure Steps

- Notify affected persons that the machine or equipment is going to be locked out for service or maintenance.
- Turn the machine or equipment off using the normal operating controls.
- Identify the energy source, magnitude, and location of the energy isolating device.
- Deactivate the energy isolating device so that the machine or equipment is isolated from the energy source.
- Each authorized person working on the equipment shall apply his/her lock and information tag to the energy isolation device.
- Verify that the machine or equipment is disconnected from the energy source by first checking that no employees are exposed, then operating the normal controls or otherwise testing to insure that the machine or equipment will not operate.

CAUTION: Return the operating controls to neutral or “off” position after verifying the isolation of the equipment.

- The equipment is now locked out. If it is necessary at any time to temporarily energize the equipment for testing or position purposes, then use the following steps:
 - 1) Clear the equipment of all tools, materials and persons.
 - 2) Remove the lockout device and information tag.
 - 3) Energize and proceed with testing or positioning.
 - 4) De-energize the equipment and reapply the lockout device(s) and information tag using the procedure steps above immediately after testing or positioning.

Release from Lockout

- Inspect the work area to insure that all tools and materials have been removed and that guards are in place.
- Check that all persons are safely out of the way.
- Verify that the normal operation controls are “off” or in “neutral”.
- Each authorized person removes his/her lockout device and information tag.

NOTE: If authorized person is not available to remove his/her lock, the maintenance supervisor shall be contacted and the procedure listed in the Energy Control Program document shall be used before removing the lock.

- Re-energize the equipment.
- Notify affected persons that the servicing or maintenance is complete and the equipment is ready for use.

Review History:

Jan 8, 2007

January 29, 2018