



SRP TOOLBOX MEETING LOCKOUT TAGOUT

Employers must create a lockout/tagout program if employees work with machinery, and employees must learn and follow the program to keep themselves and others safe.

The following information **should only be used as a reinforcement**, not a substitute for OSHA mandated training for Lockout/Tagout. Use the following information during safety meetings or toolbox meetings.

SRP Safety Trainers use a combination of audiovisual presentations and state of the art equipment to produce real life, on the job scenarios, and hands on real life situations to provide each individual with a better understanding of safety on and off the job.

SRP has been providing customized safety training programs for companies in the oil and gas, construction, agricultural and manufacturing industries for over 20 years. With eight convenient locations throughout Colorado, Hawaii, Louisiana, North Carolina, Pennsylvania, and Texas, SRP can service your entire organization with a streamlined approach. Other services include Safety Audits, Safety Program Development, Online Compliance & Verification and Site Safety Health Officer.

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We look forward to hearing from you!



THE IMPORTANCE OF LOCKOUT/TAGOUT

Lockout/tagout procedures prevent the unexpected startup or release of energy from machines and equipment during servicing or maintenance. Employees face severe injuries, such as amputations, fractures, or even death if this hazardous energy is not controlled.

ROLES

- **Affected employees**, whose jobs require them to operate or use machines or equipment that need servicing or maintenance and are in the lockout/tagout program
- **Authorized employees**, who perform lockout/tagout to perform servicing or maintenance
- **Other employees**, who work in the area where maintenance is being performed



ENERGY SOURCES NEEDING CONTROL

- **Electrical energy** is the most common energy type.
- **Mechanical energy** is created by mechanical movement.
- **Chemical energy** is produced by chemical reactions.
- **Hydraulic energy** is derived from the motion and pressure of liquids.
- **Pneumatic energy** is the product of stored pressure from gas or air within pneumatic lines and vessels.
- **Potential energy** is stored energy that can be hazardous if released.



LOCKOUT TAGOUT 6 STEPS

Before beginning service or maintenance, the **authorized employee** must follow these steps in sequence and according to the energy-control procedure.

1. PREPARE FOR SHUTDOWN:

- Notify other employees.
- Consult the energy control procedure and identify energy sources and appropriate shutdown procedures, lockout devices, and energy-isolating devices.

2. SHUTDOWN:

- Shut down or turn off the equipment by its normal start/stop method.

3. ISOLATE ENERGY SOURCES:

- Use an energy-isolating device to isolate the equipment from its power source. Also:
 - Use manually-operated circuit breakers or electrical disconnects for electrical energy.
 - Close and disconnect valves for pneumatic energy.
 - Block equipment or bars for mechanical energy.

4. APPLY LOCKS AND TAGS:

- Attach locks so that the energy-isolating device and the machine cannot be operated.
- Attach tags saying not to operate until the tag is removed.

5. CONTROL RESIDUAL, STORED, AND POTENTIAL ENERGY:

- Release, restrain, or dissipate stored energy.
- Prevent the reaccumulation of energy.

6. VERIFY ENERGY CONTROL METHODS:

- Assure that equipment will not start prior to starting servicing and maintenance. Use a meter to assure that electrical energy is not present.