Revision #: Date: Month DD, YYYY

Written by: Approved by:

|  |  |
| --- | --- |
| **Related Documents:** |  |
| **When to use this SWP:** | This procedure must be followed when performing maintenance or servicing equipment that may start-up or become energized during the maintenance or servicing. Any equipment close to that being worked on should also be locked out if energizing that equipment could result in a hazard. |
| **Hazards & Risks:** | * Crushing injuries * Entanglement * Electrocution |
| **Personal Protective Equipment:** | The personal protective equipment required will depend on the equipment and task. Perform a hazard assessment to determine the required personal protective equipment. |
| **Training Requirements:** | * On-site training by designated individual. |
| **Communication Process:** | 1. Inform your supervisor and anyone affected by the lockout that the equipment will be locked out. 2. When the work is complete, inform all those affected that the work is complete and that the equipment will be energized. This can be done orally if everyone is present, otherwise a predetermined communication process must be used. 3. Contact your supervisor if any issues or concerns arise during the lockout. If the equipment is to remain locked out for more than one shift, inform your supervisor. |
| **Equipment & Supplies:** | * Lock and key (individually assigned)   + Each lock may only have one key. If any lock comes with two keys, one should be thrown out before the lock is assigned to a worker. * Tagout tags |
| **Procedure**   1. Notify all affected employees that a lockout is required and the reason it is required. 2. If the equipment is operating, the operator will shut it down by the normal stopping procedure (such as: depress a stop button, remove key). 3. Operate the switch, circuit breaker, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, other) is disconnected or isolated from the equipment. Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be drained or restrained by methods such as grounding, repositioning, blocking, or bleeding down. 4. Lockout energy sources with assigned individual locks. Put a lock on all energy sources and keep the key with you at all times. There should be one lock on each energy source for every person who will be working on the locked-out equipment. Ask your supervisor for a safety hasp if the equipment cannot accommodate all of the required locks. 5. Place a lock-out tag wherever you have placed a lock. 6. After ensuring that no personnel are exposed and check to ensure the energy source is disconnected, operate the push button or other normal operating controls to make certain the equipment will not operate. CAUTION: Return operating controls to neutral position after the test. 7. The equipment is now locked out.   Restoring Equipment to Service   1. When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed to a possible hazard. 2. When equipment is clear of anyone who may be injured during start-up of the equipment, remove all locks and tags. Only the person who put a lock and tag on may take that lock and tag off.    1. If the person who locked out the equipment cannot be contacted or that person is not available, a supervisor who has determined that it is safe to energize the equipment, may remove a lock-out device or a lock-out tag. 3. Restore energy to equipment. 4. Operator to restart equipment to ensure energy properly restored. | |
| **Emergency Procedures:** | In case of emergency, contact 911 and your supervisor immediately. Remove yourself from harm’s way and ensure no one else is at risk. |