

TOOLBOX SAFETY TALK – LOCKOUT AND TAGOUT TOOLBOX TALK



INTRODUCTION

Lockout and tagout (or the isolation and control of energy) is a process to ensure that hazards and risks are assessed and managed to prevent an uncontrolled energy release.



TAKE NOTE

In circumstances where isolation is not practicable (e.g., operation of equipment is required to clean, maintain, repair or adjusted by moving components slowly under power), that process must have controls applied that allow safe movement.

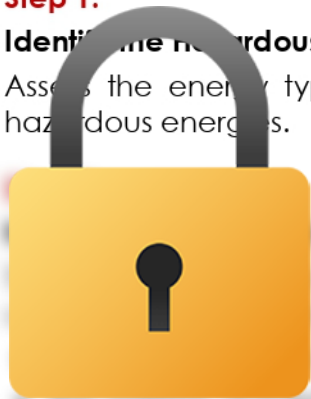
ISOLATION AND CONTROL OF ENERGY STEPS AND PROCESSES

Below are the essential steps that must be considered and followed, as is necessary, for the safe isolation and control of energy.

Step 1.

Identify the Hazardous Energy Source

Assess the energy types and the magnitude and determine suitable methods of controlling the hazardous energies.



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Location and control of energy must only be carried out by the level of a person's competence and authorization.
Refer to and always comply with any specific equipment procedures in order to isolate.

Step 2

Shut Down the Equipment

If the equipment is operating, the person conducting the work must verify that it is safe to shut down. The equipment can then be stopped using the established methods and procedures for that item of equipment.

Step 3

Isolate, Blockade and Release All Energy Sources

Location of energy sources identified, controlled by physically interrupting the source of energy. The work can be performed by methods including:

- Turning off power switches or disconnects
- Closing valves
- Blocking mechanical drives
- Disconnecting hydraulic, pneumatic or fluid
- Blocking of rotation

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The means of isolation should be of a type that can be readily checked by a visual inspection and it should act directly on the supply line. It should not act through control circuits or emergency stop mechanisms.

After the energy sources are isolated, any stored energy in the equipment should be dissipated. This can be achieved by measures including:

- Opening valves to drain pipelines, pressure vessels and hydraulic accumulators.
- Opening access hatches and inspection covers.
- Earthing electrostatic separators.
- Releasing springs.
- Lowering counterweights.
- Bleeding process lines.



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1. Identify the energy sources and energy stores.

2. Isolate the energy sources.

Step 3

Secure and isolate isolated devices (Lockout and Tagout)

Each of the devices used to isolate, identify and secure energy sources must be secured and identified in accordance with the risk management hierarchy of controls to prevent inadvertent re-energisation or release of energy.

Securing Isolated Devices (Lockout)

Where possible, the isolated device must be secured by a lockout device which is personally operated by:

- a. The isolated device controller (personally operated).
- b. The person who applied the isolated device is the only person who can remove the isolated device.

When more than one person is working on the same equipment, each person working on the equipment should have their own lock key and tag, a lockout key, or group lock key may be used. There should be no double lock key available for any lock, except a master or double lock key for use in an emergency that is secured and not readily available.

In cases where isolated devices are not capable of being lockoutted, a 'tagout only' procedure should be used:

- a. There is a suitable and suitable means only which can be personally operated by the person.
- b. The alternative method of securing the isolated device after the person working on the equipment is responsible for its operation.
- c. Personal approvals obtained from a manager or supervisor.



Example of multiple lockout keys



Example of a lockout tag



Example of a group lockout key box

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Step 6.

Verify the Effectiveness of the Energy Controls

The person authorizing the work must ensure that competent persons verify that all hazardous energies have been effectively isolated, dissipated or restrained.



TAKE NOTE

If the equipment that is being worked on is not ready for operation or testing by the end of the shift, then all locks and tags must be systematically removed and replaced with 'Out of Service Tags' and all necessary details completed.



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Step 6
Remove the isolation devices (locks and tags)
After confirming the completion of work, each person must remove their personal isolation locks and isolation tags.

Step 7
Restore the system to service and test it
Before removing the last isolation locks and tags, the person responsible for arranging the equipment must ensure:

- All work has been successfully completed.
- The equipment is clear of any tools and materials.
- All guards and safety equipment have been replaced and are in good working order.
- When the equipment is fit for use, it must be returned in accordance with the standard operating procedures or manufacturer's instructions.